

## ACRONYMS

1. ACC	Asset Control Code
2. ADP	Automated Data Processing
3. BCO	Base Contracting Office
4. BPCO	Base Personal Property Control Office
5. BRAC	Base Realignment and Closure
6. CFO Act	Chief Financial Officer's Act of 1990
7. HR	Hand Receipt (Consolidated Memorandum Receipt)
8. CIIC	Control Item Inventory Code
9. CIP	Construction-in-Progress
10. CG	Commanding General
11. CIP	Construction in Progress
12. CMC	Commandant of the Marine Corps
13. CO	Commanding Officer
14. COTS	Commercial Off-the-Shelf Software
15. CPU	Central Processing Unit
16. DD	Department of Defense Forms
17. DITMS	Defense Information Technology Management System
18. DISA	Defense Information Systems Activity
19. DLA	Defense Logistics Agency
20. DoD	Department of Defense
21. DoDIC	Department of Defense Identification Code
22. DoDIG	Department of Defense Inspector General
23. DoDSASP	Department of Defense Small Arms Serialization Program
24. DoDIC	Department of Defense Identification Card
25. DON	Department of the Navy
26. DONDUG	Department of the Navy DPAS User Guide
27. DFAS	Defense Finance and Accounting Service
28. DPAS	Defense Property Accountability System
29. DRMO	Defense Reutilization and Marketing Office
30. DSN	Defense Switched Network
31. ECC	Equipment Category Code
32. FMO	Financial Management Office
33. FMR	Financial Management Regulations
34. FMV	Fair Market Value
35. FO	Fiscal Officer
36. FSC	Federal Supply Class
37. GAO	General Accounting Office
38. GCPC	Government Commercial Purchase Card
39. GFE	Government Furnished Equipment
40. GLAC	General Ledger Account Code
41. GME	Garrison Mobile Equipment
42. GOVME	Government Manufactured Equipment
43. GSA	General Services Administration
44. HQMC	Headquarters Marine Corps

45. ISMO	Information System Management Office
46. IT	Information Technology
47. IMPAC	International Merchant Purchase Agreement Card
48. LCC	Logistics Control Code
49. LFS	Services Branch - Logistics and Facilities Division - USMC
50. LHAJ	Unit Identification Table
51. LHAR	Document Number Range
52. LHBB	Property Book Identification Table
53. LHBD	Transfer Table
54. LHBH	Equipment Site Code Table
55. LHBN	Destination Table
56. LIN	Line Item Number
57. NSN	National Stock Number
58. NAVCOMPT	Assistant Secretary of the Navy (Financial Management and Comptroller)
59. NBV	Net Book Value
60. NDE	National Defense Equipment
61. NRV	Net Realizable Value
62. PA	Procurement Activity
63. PAA	Plant Account Activity
64. PBIC	Property Book Identification Code
65. PCO	Personal Property Control Officer
66. PDA	Property Disposal Agent
67. PEC	Plant Equipment Code
68. PO	Purchase Order
69. POC	Point of Contact
70. PPM	Personal Property Manager
71. RF	Receiving Function
72. RICC	Reportable Item Control Code
73. RO	Responsible Officer
74. RTD&E	Research, Test, Development, and Evaluation
75. RV	Residual Value
76. SABRES	Standard Accounting, Budget and Reporting System
77. SECDEF	Secretary of Defense
78. SFFAS	Statement of Federal Financial Accounting Standards
79. SHRH	Sub Hand Receipt Holder
80. STARS	Standard Accounting and Reporting System
81. T/E	Table of Equipment
82. TMDE	Test Measurement Diagnostic Equipment
83. TMO	Traffic Management Office
84. UI	Unit of Issue
85. UIC	Unit Identification Code
86. USMC	United States Marine Corps
87. WCF	Working Capital Fund

## List of all Fields

<b>Data Element</b>	<b>Required Action</b>
<b>ACC:</b> Asset Control Code – 1 character. A code which identifies the accounting class of equipment.	<i>Mandatory.</i> Enter the ACC or select the appropriate ACC for the asset from the drop down menu.
<b>Accumd Deprn:</b> Accumulated Depreciation – 12 characters. Total depreciation incurred to date. Includes depreciation incurred by the current holder and prior holders of the capital asset.	System generated based on prior and current depreciation incurred.
<b>Acct Process Cd:</b> Accounting Processing Code. Accounting classification.	Field is accessible for SAILS and SARSS-O users only.
<b>Acq Cd:</b> <b>Acquisition Code</b> – 1 character. Indicated by what means the equipment was acquired.	<i>Mandatory if ADP.</i> Click the display button and select the appropriate code for the specific make and model.
<b>Acq Cost:</b> Acquisition Cost – 11 characters. The acquisition cost of an item at the time of receipt.	<i>Mandatory.</i> Enter the acquisition cost found on the invoice, DD 1348-1A, DD 1155, DD 250, or the DD 1348-6. Do not record decimal points, round up to the nearest dollar, and enter “00” for cents.
<b>Acq Dt:</b> Acquisition Date – 8 characters. Date the asset is received by the activity, or if the asset is constructed, the date the asset is placed in service (YYYYMMDD). Note: this field is set to default to the current date.	<i>Mandatory.</i> Enter the date the asset was received from one of the following receiving documents. DD 1348-1A (box 38), DD 1155 (box 26), DD 250 (box 22), DD 1149, or the invoice.
<b>Activation Dt:</b> Activation Date – 8 characters. Date item was put into use. (YYYYMMDD) Depreciation accounting will begin one month after the activation date is entered.	<i>Mandatory.</i> Enter the date the item was put into use.
<b>ADP Owner Cd:</b> ADP Owner Code – 1 character. This code is on the DITMS Ownership Classification Codes listing. Mandatory if ADP Equipment (ADP RPTBL CD = “Y”) (Appendix L of DPAS User Manual). This is a DITMS interface field.	<i>Mandatory if ADP.</i> Click the drop arrow and select the applicable code.
<b>ADP Sys Id:</b> Automated Data Processing System Identification – 2 characters. A user defined system number used to identify designated system configuration within a DRA.	<i>Optional.</i> This field is only available if the asset is ADP.  DITMS Field
<b>Advice Cd:</b> Advice Code. Provides specific instructions to a source regarding the requisitioning and return of materiel.	Leave the field blank.
<b>Alt HRH Name:</b> Alternate Hand Receipt Holder Name – 25 characters. The proper name of alternate hand receipt holder.	<i>Optional.</i> For a new Alt HRH, enter the name of the alternate HRH. This can be obtained from the HRH or the organization chart.
<b>Alt Phone Nbr:</b> Alternate Hand Receipt Holder Phone Number – 16 characters. The telephone number of the alternate hand receipt holder.	<i>Optional.</i> For a new Alt HRH, enter the phone number of the alternate HRH. This can be obtained from the HRH or the organization chart.
<b>Asset Cd:</b> Asset Code – 2 characters. A code that identifies the type of equipment purchased at the time of obligation and the manner of depreciation of the equipment through the Reutilization and Marketing Office as scrap or non-scrap sales (see Appendix O of On-line help).	<i>Mandatory.</i> Click the drop down menu and select the appropriate code from the list, if not correctly populated.
<b>Authn Ctl Nbr:</b>	<i>Field is grayed out for Navy.</i> USMC Mandatory (See Doc

Authorization Control Number – 6 characters. System generated number assigned to relate authorization data to actual hand receipt quantities.	Nbr)
<b>Authn Eff Dt:</b>	
<b>Authn Expr Dt:</b>	
<b>Authorization Doc Nbr:</b> Authorization Document Number. Identifies the specific type authorization media used for equipment requirements and authorization.	
<b>Aut Qty:</b> Authorized Quantity - Quantity approved based on the supporting Authorization documents. Mandatory if pos 1-3 of AUTHN DOC NBR = “TDA” or “MTE”. This should be the “TOTAL” Authorized Quantity for the specific authorization. If not known enter “00000”.	Approved quantity of a specific type of equipment that is authorized to be on hand or on requisition. "00000" - Default to zeros because Navy is not using authorizations.
<b>Automated:</b> Automatic document number assignment.	<i>Default</i> - Automatic document number assignment.
<b>Avail Dt:</b> Available Date – 8 characters. The date the asset was documented as excess. (Format is YYYYMMDD). This field defaults to the current date.	<i>Mandatory.</i> Enter the date the asset was documented as excess. Use the date the (SF) 120 was signed by the appropriate authority.
<b>Bulk Asset:</b>	<i>Optional.</i> Check this box if the asset is bulk managed.
<b>Bar Cd:</b> Bar Code – 10 characters. Unique 1 – 10 position alphanumeric code assigned to an asset.	<i>Optional.</i> Enter the asset’s 10 digit Bar Code. The Bar Code is made up of the 5 digit UIC and a 5 digit locally assigned number.
<b>Block:</b> 2 characters. This field is used to establish, by UIC, a numeric range. It is used daily to assign the Serial Number when processing an Automated Document Number Assignment.	<i>Optional.</i> N/A for the Navy.  For the USMC, click the browse button to display the blocks of document numbers that have been assigned and select the appropriate block for the item.
<b>Buy Cd:</b> Buy Code. Indicates the source of supply for items and/or equipment.	Display valid codes and select.
<b>Cancel:</b> Process allows the Remarks field as the only field available for data entry. The system performs any required validations and processes the transaction. System date will be posted to the Cmpltn Dt and Last Tran Date.	<i>Mandatory.</i> Select the appropriate radio type action for your transaction.
<b>Captl Cd:</b> Capitalization Code – 1 character. Denotes capital assets not in use, or capital assets with a dollar value under the specific dollar threshold or an asset over a specific dollar threshold, which is non-capital.	<i>Mandatory only if a capital asset.</i> Select the appropriate code from the display for the capital asset if not correctly populated.  Blank = consistent with price
<b>Change:</b> Process provides the capability to change applicable data fields	<i>Mandatory.</i> Select the appropriate radio type action for your transaction.
<b>Close:</b> Process allows the Cmpltn Dt and Remarks fields available for data entry.	<i>Mandatory.</i> Select the appropriate radio type action for your transaction.
<b>Cmpltn Dt:</b> Completion Date. Date Document Register Number is complete – when material has been received and signed for.	
<b>Cmpn Deprn Cd:</b> Component Depreciation Code – 1 character. Used to indicate whether a depreciable asset is an end item or component.	
<b>Cntr/PO Nbr:</b> Contract/Purchase Order Number – 13 characters. The number assigned to the procurement action for a piece of equipment or an item.	<i>Optional.</i> Enter the applicable contract or Purchase Order number found in box 1 on the DD 1155 (PO).

<p><b>Component Bar Cd:</b> Bar Code – 10 characters. Unique 1-10 position number assigned to an asset.</p> <p>If you are using Document Register module, the Stock Number will be displayed from the Document Register unless the DIC on the Document Register was for Exception Data.</p>	<p><i>Optional.</i> Enter a 10 position Bar Code. The Bar Code is made up of the 5 digit UIC and a 5 digit locally assigned number. P is for Plant Property and M is for Minor Property except MGE Bar Codes.</p> <p>NOTE: If the Bar Code is bulk managed, the system will generate the Bar Code Bulky ##### (YY = Year and ##### = Sequence). If you change the Quantity for a particular bulk item, the system will not generate another Bar Code, but will adjust the quantity amount of that item. If you change the UIC, Stock Nbr, HRH Nbr, Sub HRH Nbr, Authn Ctl Nbr, Lone/Lease Code, ACC, PBIC, or Fund Code, a new Bar Code will be generated. In order to know what the Bar Code is, you will need to perform an End Item Bulk Inquiry.</p> <p>This entry will cause the Stock Number, Nomen, Serial Number, HRH Number, UIC, Quantity On Hand, Quantity and Acquisition Cost to be displayed.</p>
<p><b>Component Serial Nbr:</b> Serial Number – 20 characters. Alphanumeric field which identifies a particular item. Mandatory if NOT a bulk-managed item.</p>	<p><b><i>Mandatory if serial.</i> Obtain the serial number from the custody card or directly from the asset when you place the bar code label on the asset.</b> <b>For USMC GME enter HQMC (LFS) assigned USMC Registration Number.</b> <b>[Enter the Vehicle Identification Number (VIN) if applicable.]</b></p>
<p><b>Component Stock Nbr:</b> Stock Number – 15 characters. Used to identify an item.</p> <p>The number assigned to each item of supply purchased, stocked or distributed within the Federal government.</p>	<p><b><i>Mandatory.</i> Click the display button and select the Stock Number from the DPAS Standard Catalog. To narrow the search, type the FSC first.</b></p>
<p><b>Cond Cd:</b> Used to classify materiel for degree of serviceability, condition and completeness in terms of readiness for issue, and to identify actions underway to change status of materiel. This field defaults to an A, but can be updated.</p>	<p>Default is Svcbl (w/o Qual). Select from valid codes displayed, if applicable.</p>
<p><b>Date:</b> Date – 8 Characters (Format is yyyyymmdd).</p>	
<p><b>Deinstallation Cost:</b> 10 characters. Cost of dismantling an asset from the place and configuration in which it was used.</p>	<p><i>Optional.</i> If applicable enter the deinstallation cost.</p>
<p><b>Demand Cd:</b> Demand Code. Identifies recurring and non-recurring demands for supply.</p>	<p>Display valid codes. Then select appropriate code.</p>
<p><b>Deprn Job Order Nbr:</b> Depreciation Job Order Number – 15 characters. An identifier associated with a particular project, which has been separately identified from other work for the purpose of accumulating depreciation costs.</p>	<p><i>Optional.</i> Obtain the depreciation job order number from the accounting office. If applicable enter in the job order number.</p>
<p><b>Deprn Office:</b> Depreciation Office – 11 characters. A code used for program budget control and reporting, and data associated with depreciation costs. An “OFFICE” is defined as an organization code, which identifies the levels of administrative and financial structure within an activity.</p>	<p><b><i>Mandatory.</i></b></p>
<p><b>Deprn Prd:</b></p>	<p><b><i>Mandatory.</i></b> System generated based on the Type Asset</p>

Depreciation Period – 3 characters. The number of months depreciation will be expensed based upon DoD depreciation guidelines (minimum number of months allowed is 24).	Code, Asset Code, Asset Control Code and Equipment Depreciation Code. May be changed to display desired depreciation period.
<b>Deprn Task Cd:</b> Depreciation Task Code – 14 characters. A code, which indicates the function/task against which depreciation costs (including time), are charged.	<i>Mandatory.</i> Enter your Task Code/Cost Acct Code/Organization Code where the depreciation expense will be charged.
<b>Destn Id:</b> Destination Identifier. User defined field that identifies the destination of a turned-in asset.	
<b>DIC:</b> Identifies a given product to the system to which it pertains. It also identifies data as to its intended purpose and usage.	Select the appropriate code: A = NSN B = Part Nbr D = Other E = Exception Date
<b>Dstrn Cd:</b> Distribution Code. Based on of type of order.	Enter the Delivery Point, Distribution/End Item or Type Requirement code.
<b>Doc Nbr:</b> Document Number – 14 characters. A number assigned to a requisition for equipment or financial obligation number.  * For USMC, the DOC REGNBR must be assigned first, or there will be nothing to display.	<i>Mandatory.</i> If the asset was purchased on a Milstrip Requisition = Milstrip Requisition Number. This field normally contains 14 characters: 6 UIC, 4 Julian Date, and 4 Serial Number.  For USMC, click on browse button to display valid document numbers established in the Document Register Module.
<b>Doc Nbr: (TO)</b> Document Number – 14 character. A number assigned to a requisition for equipment or financial obligation number. This field contains 14 characters: 6 UIC, 4 Julian Date, and 4 Serial Number.	<i>Mandatory.</i> Enter the document number or click the browse button.  NOTE: if the UIC “To” and “From” are the same, this field will not be accessible.
<b>Document Number Assignment</b> – The default radio button is Automated. DPAS will automatically assign a document number.	Select from the radio buttons listed below.
<b>Document Register</b>	
<b>Dollar Amt:</b> Dollar Amount – 14 characters. Dollar amount of construction in progress/work in process.	<i>Mandatory.</i> Enter in the total amount from the source documentation (i.e. invoice, receiving report).
<b>DSN:</b> The Defense Switched Network (DSN) prefix to the telephone number.	<i>Optional.</i> Enter the DSN of the POC. Obtain from (SF) 120.
<b>Due In Qty:</b> Due In Quantity.	Field is not accessible
<b>Eff Dt:</b> Effective Date – 8 characters. The date the PPM signed for the asset. (YYYYMMDD) Note: defaults to the current date.	<i>Mandatory.</i> Enter the date the item was added to inventory.
<b>E-mail Address:</b>	<i>Optional.</i> Enter the e-mail address of the POC. Obtain from (SF) 120.
<b>End Item/Component</b>	Check the appropriate radio button. End item is the default. If the asset is a component, the screen on page 94 will appear.
<b>EOR Ind:</b> Element of Resource Indicator. Represents the element of resource fixed asset accounting and element of expense designating the application.	
<b>ERC:</b> Equipment Readiness Code. A Code used to Distinguish equipment/systems directly related to Primary mission tasks/functions and equipment needed	

To accomplish other unit tasks and functions that directly support primary mission tasks and functions.	
<b>ESD/EDD(YDDD):</b> Estimated shipment date/estimated delivery date. Date reflected on the contract that materiel is to be delivered or released to the carrier.	
<b>Excess Action:</b> 1 character. Code which indicates the action being taken for the excess asset. Codes 'E' (excess asset), 'P' (Excess Pending Printing), and 'I' (ADP data incomplete) are system generated. For code 'W' (Withdraw), there is a 'Check Box' used to withdraw previously reported excess asset.	Check <b>Excess Action</b> box if you wish to withdraw previously reported excess asset.
<b>Excess Cond Cd:</b> Excess Condition Code – 2 characters. Indicates the action being taken for the excess asset. If asset is ADP-reportable, a two position ADP Condition Code is required. For non-ADP assets, a one-position condition code (see Cond Cd) is required. Use the Drop Down Box to select condition codes. Annex 'W' lists the two position ADP condition codes, one position non-ADP condition codes and the ADP Crossover condition codes entered on the Excess Asset Reporting Screen together with associated definitions.	<i>Mandatory.</i> Click the display arrow and select the appropriate code. A1 – new and excellent condition. A4 – new, used, or repaired and in good working condition. A5 – new, used, or repaired and in fair working condition. A6 – new, used, or repaired and in poor working condition. E7 – limited expense/effort to repair unit in good condition. E8 – limited expense/effort to repair unit in fair condition. E9 – limited expense/effort to repair unit in poor condition. G8 – Incomplete units or parts for building/maintaining other units. HS – Units determined to have no value except for basic material content. HX – Units determined to be economically impractical to repair. Obtain the condition code from the (SF) 120.
<b>Excess Qty:</b> Excess Quantity – 5 characters. The number of assets reported as excess. The quantity exceed cannot be more than the quantity on hand.	<i>Mandatory.</i> Enter the quantity to be excessed from the (SF) 120. Only one item may be excessed for serially managed items.
<b>Excess Remv Dt:</b> Excess Removal Date – 8 characters. The date a Hand Receipt Item, which has been previously been declared excess by assignment of an Excess Action Code, has been removed from excess status by assigning "W" (withdrawn from excess) to Excess Action Code. (Format is YYYYMMDD).	No action required by user. The data field is system generated.
<b>Exp Cd:</b> Expense Code – 1 character. Code that identifies whether depreciation should be considered funded or unfunded.	<i>Mandatory.</i> Identify whether depreciation should be considered funded or unfunded. Select the appropriate code from the display. 1 – funded (default) 2 – unfunded
<b>Expt Id Cd:</b> Expenditure Identification Code. Used to identify consumption of supplies or parts. (Used by financial application in determining element of expense EOE assignments). This field defaults to a B, but can be updated.	Default is General Supplies. Select from valid codes if applicable.
<b>Expr Dt:</b> Expiration Date – Expiration Date of Lot number (YYYYMMDD)	<i>Optional.</i>
<b>FAX Nbr:</b>	<i>Optional.</i> Enter the fax number of the POC. Obtain from (SF) 120.

<b>Fund Cd/Appn:</b> Fund Code – 2 characters. Identifies the type of funding under which the equipment was procured. This code is used in conjunction with allotment serial numbers to identify an accounting appropriation.	<i>Mandatory.</i> Click the display button and select the applicable code that matches the code in box 52 on the DD 1348-6. If not available, ask the Comptroller.
<b>Generic Nomen:</b> Generic Nomenclature - Description of an item (Mandatory if NOMEN = Space)	
<b>Higher Assemblage (TO)</b>	
<b>HRH Loc:</b> Hand Receipt Holder Location – 10 characters. This entry identifies the location of the hand receipt holder.	<i>Optional.</i> Enter the physical location of the HRH (i.e. building number), provided by the HRH. This is the actual location of the HRH, NOT the asset.
<b>HRH Name:</b> Hand Receipt Holder's Name – 25 characters. This entry reflects the proper name of the person assigned to a specific major hand receipt number.	<i>Optional.</i> For a new HRH, enter the person's name. This can be obtained from the HRH or the organizational chart. This cannot be a department name.
<b>HRH Nbr:</b> Hand Receipt Holder's Number – 9 characters.	<i>Mandatory.</i> Displayed for serially managed items.
<b>HRH Phone Nbr:</b> Hand Receipt Holder Phone Number – 16 characters. The telephone number of the Hand Receipt Holder.	<i>Optional.</i> For a new HRH, enter the phone number of the HRH. This can be obtained from the HRH of the organization chart.
<b>Improvement Cost:</b> 10 characters. Total cost of improving a serial asset that will extend the useful life of the asset.	<i>Mandatory.</i> Enter cost of the improvement, which must equal or exceed the DON capitalization threshold. See DON policy.
<b>Installation Cost:</b> 10 Characters. Cost of installing an asset in the place and in the configuration which it will be used.	<i>Optional.</i> If applicable enter the installation cost.
<b>Intrns Cd:</b> In-Transit Code – 1 character. Used to keep track of items between activities.	<i>Optional.</i> Enter the status of the asset, if not correctly populated.
<b>IPE Nbr:</b> Industrial Plant Identification Number – 9 characters. Unique number assigned by the Defense Industrial Plant Equipment Center in response to a request by an activity for the item.	<i>Optional.</i> Blank  For USMC, this would be on GME database.
<b>Inv Due Dt:</b> Inventory Due Date – 8 characters. The date a Hand Receipt Holder is required to submit an update inventory of the items assigned to him/her and for which he/she is responsible.	<i>Mandatory.</i> This field can be used in conjunction with the inventory reconciliation process using an automated interface/scanner. The inventory due date should be no more than 3 years from the last inventory performed.
<b>Job Order Nbr:</b> Job Order Number – 15 characters. An identifier associated with a particular project that has been separately identified from any other work for the purpose of accumulating costs and other data relative to a specific work assignment.	Enter the number assigned by your Finance or Accounting Office.  Note: This field is mandatory if <i>Type Action</i> is New Procurement or Ammunition.
<b>Last Inv Dt:</b> Last Inventory Date – 8 characters. Date that item was last physically inventoried at the specified location. (YYYYMMDD)	<i>Mandatory.</i> Enter the last inventory date obtained from the inventory records maintained by the Personal Property Manager (PPM).
<b>Last Tran Dt:</b> Last Transaction Date.	Leave blank. No data is necessary in this field.
<b>Level:</b>	
<b>LIN</b> Line Item Number - Used for managing single or group of STK NBRs. Mandatory IF AUTHN IND = "Y" and AUTHN DOC NBR = "TDA", "CTA", or "MTE", on LHCF File.	Leave blank. Primarily an Army field.
<b>Lo/Le Cd:</b>	<i>Optional.</i> Select the appropriate code from the drop down



Loan/Lease Code – 1 character. Indicates the type status of the particular asset.	menu.
<b>Loc:</b> Location – 10 characters. Physical location of an item.	<i>Optional.</i> Obtain the custody card and enter the physical location of the property (building/room).
<b>Local Use:</b> 10 characters.	<i>Optional.</i> Enter any applicable comments in this field. May be used by the activity if it wants to track additional information.
<b>LOGTAADS Id:</b>	
<b>Lot Nbr:</b> Lot Number – Lot number identified on ammunition or meals ready-to-eat	<i>Field is grayed out.</i>
<b>Maint Cost:</b> Monthly maintenance cost in whole dollars for the equipment – This is a DITMS field.	<i>Optional.</i> This field is only available if the asset is ADP. Enter the maintenance cost, if applicable.
<b>Maint Type Cd:</b> Maintenance Type Code – 1 character. Denotes the type maintenance.	<i>Optional.</i> Not applicable for DON.
<b>Manual:</b> Manual document number assignment.	Select to manually assign document numbers.
<b>Media Sts Cd:</b> Media Status Code - Identifies the type of supply/shipment status to be provided.	Display valid codes. Select appropriate code.
<b>Mfr Key:</b> Manufacturer Key – 2 characters. Unique key identification in manufacturer data for a specific stock number residing on the Manufacturer's Model/Part Number Table. The number used in this field must be previously established on the Manufacturer's Model/Part Number Table (LHAC).	<i>Mandatory if ADP.</i> Click the drop arrow to display the applicable Mfr Keys. If a validation error appears, click OK. (If no Mfr Key exists for your manufacturer, turn to Troubleshooting Enter a New Catalog page XXYY to add the Mfr Key to DPAS).
<b>Mfr Yr:</b> Manufacturer Year – 4 characters.	<i>Mandatory if serial.</i>
<b>New Procurement/Lateral Transfer</b>	Click the applicable radio button. New procurement is the default setting.
<b>New RICC Exempt Status</b> RICC EXEMPT	
<b>Nomen:</b> Nomenclature – 21 characters. The description of an asset	<i>Optional.</i>
<b>Non-Activated</b>	Check this radio button to activate depreciation for any UIC assets that meet the criteria for depreciation but have not yet been activated. Assets should be activated on the date of receipt.
<b>Non-Prop Book Asset:</b> Non-Property Book Asset.	Checking this box allows for an audit trail of items turned that were not accountable.
<b>Obsolete Sts:</b> Obsolete Status – 1 character. Indicates equipment more than 8 years old and no longer in production. Also used for school donation purposes. If S, H, M, or N is entered, a second screen will be displayed to enter further information on the school where the excess asset is being donated. This data field is only available if the property is an ADP reportable asset.	<i>Optional.</i> Click the display arrow and select the appropriate code, if accessible. Blank P – obsolete. C – cannibalize. S – kindergarten through twelfth grade. H – historically black college/university. M – minority institute. N – non-profit. Obtain status from (SF) 120.
<b>Office:</b> 11 characters. A code used for program budget control and reporting. An "OFFICE" is defined as an organization code, which identifies the levels of administrative and functional structure within an activity.	<i>Mandatory.</i> Enter in your department code/site acronym. This field will be used to input accounting information that will be specified at a later date.

<b>OK</b>	Highlight the applicable bulk record and click OK. (If the item is ADP you will get a dialog box asking if you have reported the item to DISA.)
<b>Order Dt:</b> Order Date – 8 characters. The date a hand receipt order was effective.	<i>Optional.</i> N/A for the Navy.  For USMC enter date.
<b>Office:</b> 11 characters. A code used for program budget control and reporting. An “OFFICE” is defined as an organization code that identifies the levels of administrative and functional structure within an activity.	<i>Mandatory.</i> Enter in your department code/site acronym.  N/A for the Navy General Fund.
<b>Office Name:</b> Hand Receipt Holder Office Name – 20 characters. This entry is the designation or title of the activity. Description of the organization maintaining the document registers.	<i>Optional.</i> Enter the name of the organization.
<b>Option</b>	Include Sub-Hand Receipt(s) if applicable
<b>PBIC:</b> Property Book Identification Code – 1 character. A code that identifies the type of property contained in a property book.	<i>Optional.</i>
<b>PD:</b> Priority Designator code. Code assigned to indicate the urgency of the requisition.	Display valid codes. Then select appropriate code.
<b>Phone Nbr:</b> Phone Number	<i>Mandatory.</i> Enter the telephone number of the POC. Obtain from (SF) 120.
<b>POC:</b> Point of Contact – 20 characters. The responsible person.	<i>Mandatory.</i> Enter the name of the POC. Obtain from (SF) 120.
<b>Postpost:</b> The posting of a transaction to subtract from the accountable stock record balance after physical issue or storage of a stocked item. If checked, transaction will not be forwarded to the Supply Support Activity (SSA). Postpost is displayed in positions 1-8 of Remarks and written to the Document Table Register (LHSA).	Leave checkbox blank.
<b>Print Forms By</b> - This screen is used to print turn-in and/or transfer forms (Forms 001 and 002).	Select radio button by UIC, Doc Nbr, Date or Type.
<b>Prior Deprn:</b> Prior Depreciation – 12 characters. Total accumulated depreciation will be expensed, based upon DoD depreciation guidelines (minimum number of months	<i>Optional.</i>
<b>Prj Cd:</b> Project Code. Defines specific uses or projects for which the equipment is intended.	
<b>Prop Type Cd:</b> A one-position code that identifies the type of property contained in a property book or hand receipt.	A one-position code that identifies the type of property contained in a property book or hand receipt. Property Type Codes correspond with the supply class whenever possible.
<b>Qty:</b> Quantity – 5 characters. If the item is serially managed, this field is grayed-out and a quantity of one is displayed.	<i>Mandatory</i> if bulk managed. Enter the applicable quantity found on the receipt documentation, i.e. invoice, DD 1348-1A, DD 1155 (PO), DD 250, or the DD 1348-6.  A quantity of one is displayed in this field because the item was cataloged as serially managed; therefore, this field is not accessible. If the item were bulk managed, you would be able to put in a quantity.
<b>Rcvd Qty:</b> Received Quantity.	Leave blank. No data is necessary in this field.
<b>RDD:</b> Required Delivery Date: Date on which the material must be delivered to the requisitioner.	Enter a 3-position Julian date.
<b>Ref Text:</b> Reference Text. Used to specify a TM or	Field is accessible for SARSS-O users only.

specification and can only be entered when Acct Process Cd and Repairable Cd are left blank.	
<b>Remarks:</b> 50 characters. Text field available to record local information/reason for change.	<i>Optional.</i>
<b>Rental Cost:</b> Monthly rental or lease cost. 8 characters. If ADP equipment, enters monthly RENTAL COST in “whole dollars,” or enters all zeros. This is a DITMS field.	<i>Optional.</i> This field is only available if the asset is ADP. Enter the rental cost, if applicable.
<b>Reopen:</b> Process allows record to be reopened moving spaces to the Cmpltn Dt, Last Tran, and RIC fields. The RIC and Remarks fields will be made available for data entry. Qty fields will be adjusted accordingly.	<i>Mandatory.</i> Select the appropriate radio type action for your transaction.
<b>Repairable Cd:</b> Repairable Code. Indicates if item is repairable.	Field is accessible for SARSS-O users only.
<b>Report Annexes</b>	Sub-Hand Receipt(s) if applicable
<b>Req Qty:</b> Required Quantity - Minimum essential quantity required by activity to perform assigned functions. This should be the “TOTAL” Required Quantity for a Specific Authorization. Mandatory if position 1-3 of AUTHN DOC NBR = “TDA” or “MTE”. If not known enter all zeros.	Minimum essential quantity of a specific type of equipment required by an entity to perform its mission and functions. "00000" - Default to zeros because Navy is not using authorizations.
<b>Residual Value:</b> 10 characters. Estimated value of an item remaining after the useful life has expired, or the expected recovery amount from the asset's disposal when removed from service. Also referred to as junk or salvage value.	<i>Mandatory.</i> Enter zero unless the residual value obtained from the comptrollers' office exceeds 10% of the acquisition cost of the plant property.
<b>Resource Id:</b> Resource Identification – 15 characters. This number is assigned by DISA for reported excess ADP equipment. The number appears on the DISA disposition document.	<i>Optional.</i> This field is only accessible if the asset is ADP. Enter the Resource Id Code assigned by DISA.
<b>Retrieve Nomen:</b> Nomenclature - For standard items, 21 pos item identification from the Army Master Data File (AMDF). For non-standard items, user describes the item (Mandatory if GNRC-NOMEN = Space)	Click on this field to retrieve the correct Nomenclature for the item.
<b>RIC:</b> Routing Identifier Code. Identifies an activity. RICs are 3 position codes that have multiple uses. RICs are source of supply codes, inter and intra-system routing codes and shipper codes. The first position of the RIC will indicate the service of the activity the code represents.	Enter the Routing Identifier Code.
<b>RICC Exempt:</b>	
<b>RIC From:</b> Routing Identifier Code From. Identifies the activity from which data/materiel are being sent.	Leave blank.
<b>Serial Nbr:</b> Serial Number – 20 characters. Alphanumeric file which identifies a particular item. Mandatory, if NOT a Bulk-Managed item.	<i>Mandatory, if serial.</i> Obtain the serial number from the custody card or directly from the asset when you place the bar code label on the asset. For USMC GME, enter HQMC (LFS) assigned USMC Registration Number.
<b>Shipment Cd:</b> Code identifies the method of shipment for a particular requisition.	Leave blank.
<b>Site Cd:</b> Site Code – Identifies the physical location of stored equipment.	<i>Optional.</i>
<b>Signal Cd:</b> Signal Code. Designates the fields that contain the intended consignee and the activity to receive and pay the bills, when applicable.	Default is Ship/Bill Rgnr. Change if necessary.
<b>Sort Sequence</b>	Select: Bar Code, Location or Nomenclature

<b>Sply Doc Nbr:</b> Supply Document Number – Type of document number that is assigned to a particular asset when it goes to the stock record. The document number is used by a supply support activity when interfacing with DPAS.	Leave blank.
<b>Stock Nbr (Catalog Number):</b> Stock Number – 15 characters. Used to identify an item.	<i>Mandatory.</i> Click the display button and select the Stock Number from the <b>Standard Catalog</b> . To narrow the search, type the FSC first.
<b>Strat Cd:</b> Stratification Code. Identifies reason for supply request. This field defaults to an A, but can be updated.	Default is Stocked/Non-stocked Item. Select from valid codes if applicable.
<b>Sts Cd:</b> Status Code. Used to provide current status of requisition requests. Refer to Annex R for status/rejection codes.	
<b>Suffix Cd:</b> Suffix code. Used to identify a partial shipment until the entire shipment is received.	Leave blank.
<b>Supp Address:</b> Identifies an address if the bill to /ship to user identifier is other than the one depicted in the register document number.	Leave blank unless the bill/ship address is different than the address of record.
<b>Sys CPU Cd:</b> System CPU Code – 1 character. If ADP equipment (ADP RPTBL CD = “Y”), enter “1” if item is primary CPU for an ADPE system, or leave blank.	<i>Optional.</i> Leave blank unless a site wishes to use this field to tie ADP pieces of equipment together.
<b>Sys Id:</b> System Identification Code – 3 characters. A locally assigned code that ties various end items and components to a system configuration.	<i>Optional.</i> If applicable, obtain the locally assigned number from the property office and enter the system identification code.
<b>Task Cd:</b> Task Code – 14 characters. A code that indicates the function/task against which costs, including time, are charged.	<i>Optional.</i> Not applicable for GF For USMC, enter Plant Account Number, if accessible.
<b>TCN Id:</b> Transportation Control Number Identifier. A number assigned to control a shipment unit from origin to destination throughout the Defense Transportation System.	Leave blank.
<b>TDA Para Desc:</b>	Use the browse button or enter the appropriate description.
<b>TDA Para Nbr:</b> Table of Distribution and Allowances Paragraph Number – 4 characters. The first three positions are numeric and the fourth position, if entered, must be alpha. When entered the first three positions are mandatory and the fourth is optional. Mandatory if position 1-3 of AUTHN DOC NBR = “TDA” or “MTE”.	<i>Optional.</i> Leave blank. Primarily an Army field.
<b>TDA Remarks:</b>	
<b>TDA Remarks Cd:</b> Tables Of Distribution and Allowances Remarks Code. Provides guidance for Distribution and restricted Usage for certain Equipment.	
<b>Technician:</b> 8 characters. Indicates source of date, technician, office symbol, account, or other identifier when reporting excess material.	<i>Mandatory for ADP.</i> Enter the DITMS USERID. User must call the DITMS Focal Point to obtain a USERID (User Identification) for entry in this field.
<b>Transfer Cd:</b> Transfer Code. User defined codes for the categories of disposal of assets.	
<b>Trnsp Cost:</b> Transportation Cost – 10 characters. Cost of transporting serial assets from the shipment point to the destination point.	<i>Optional.</i> If applicable enter the transportation cost.

<b>Trnsp Dt (DDD):</b> Transportation Date. Date materiel/equipment shipped to the requester by a vendor.	Leave blank.
<b>Type:</b>	Indicate whether all, turn-in or transfer.
<b>Type Action:</b>	<i>Mandatory.</i> Select the appropriate radio type action for your transaction.
<b>Type Inventory</b>	Select: Annual Items, Sensitive Items, or Cryptographic
<b>UI:</b> Unit of Issue.- a measurable amount by which equipment is issued.	Field is displayed.
<b>UIC:</b> Unit Identification Code – 6 characters. An identifier assigned by DoD to uniquely identify each organization.	<i>Mandatory.</i> Type in your UIC
<b>Update Due Dt:</b> <b>Update Due Date – 8 characters. The date an HRH is required to submit an updated inventory of the items assigned to him/her and for which he/she is responsible.</b>	<i>Optional.</i> For use by the Personal Property Custodian.
<b>Update/Update and Delete:</b>	Select: Update or Update and Delete
<b>Update Option</b>	<b>Include Sub-Hand Receipt(s)</b>

## GLOSSARY

### DEFINITIONS:

1. **Acquisition Cost.** The valuation costs paid to acquire and bring personal property to its form and location suitable for its intended use.
2. **Acquisition Date.** The date a personal property item is received.
3. **Base Realignment and Closure (BRAC).** The BRAC process is used by DON to determine which military installations need to be closed and/or consolidated to execute our nation's defense strategy. Congress provides DON the authority to perform BRAC activities with the intent to make necessary adjustments to the existing base structure.
4. **Bulk Purchases.** Buying personal property items in large lots (i.e. multiple single personal property items acquired simultaneously).
5. **Capital Lease.** Personal property that is leased and meets one or more of the capital lease criteria (Reference X.A.1).
6. **Classified Items.** Personal property that requires protection in the interest of national security.
7. **Construction-In-Progress (CIP).** Personal property which is being developed or manufactured by the activity for use in their operations.
8. **Contractor-Acquired Personal Property.** Personal property purchased by a contractor or contractor reimbursed by DON, and contractor maintains possession until the personal property is turned over to DON.
9. **Depreciation.** The accounting process of allocating the cost of capitalized personal property to an expense account in a systematic and rational manner to those periods expected to benefit from the use of the asset.
10. **Donated Personal Property.** Personal property that is received from a non-Federal entity without exchange of Federal government consideration (e.g. cash payment). Personal property that is received from another Federal entity shall be accounted for as a transfer-in.
11. **Estimated Residual Value.** The estimated value that DON expects to recover from the capitalized property's disposal when it is removed from service.

12. **Exchanged Personal Property.** Personal property acquired by DON in a trade of personal property with a non-Federal entity. In an exchange, DON provides personal property to a non-Federal entity and in return receives personal property from the same non-Federal entity.
13. **Fair Market Value.** Price for which an asset could be bought or sold in an arm's-length transaction between unrelated parties (i.e. between a willing buyer and a willing seller).
14. **Forfeited Personal Property.** Personal property acquired by DON through forfeiture proceedings.
15. **Form and Location.** All costs associated with bringing the personal property to its operational use at its intended location.
16. **Garrison Mobile Equipment (GME).** Headquarters, U.S. Marine Corps (HQMC), centrally managed Garrison Personal Property consisting of non-deployable commercially available owned, leased, or otherwise acquired passenger vehicles, cargo vehicles, material handling equipment, engineer equipment, and railway rolling stock, that is used to perform transportation, maintenance and administrative functions of Marine Corps, Bases, Post and other Activities.
17. **Garrison Personal Property.** Marine Corps owned or leased Non deployable tangible general personal property (i.e. vehicles) that are used to provide general government services or goods in the support of end item development, maintenance, storage, and or in the garrison mission of Marine Corps, Bases, Stations, Post and other Activities.
18. **General Fund.** DON funds that include activities related to funds authorized and appropriated by Congress and apportioned by OMB.
19. **Government Furnished Equipment (GFE).** Personal property owned by DON and provided to a contractor for use.
20. **Lease.** There are two types of leases; a capital lease and an operating lease. The following are inclusive of both:
  - a. **Capital Lease.** Personal property that is leased and meets one or more of the capital lease criteria (Reference X.A.1).
    - (1) **Bargain Purchase Option.** A lessee's option to purchase leased personal property that is sufficiently lower than the expected fair value of the personal property at the date the option becomes exercisable. At the inception of the lease it is reasonably assured that the option will occur.

- (2) **Lease Term.** For capital leases. The fixed non-cancelable term of the lease plus all periods, if any, representing renewal or extension of the lease that reasonably be expected to be taken.
  - (3) **Lease Recovery Period (Estimated Economic Life).** The estimated remaining period during which the personal property is expected to be economically usable by one or more users, with normal repairs and maintenance, for the purpose for which it was intended at the inception of the lease, without limitation by the lease term.
  - (4) **Non Cancelable Lease.** A lease that is only cancelable on the occurrence of a remote contingency. Funds not appropriated by Congress, in future years, to cover the lease is considered a remote contingency.
  - (5) **Renewal or Extension of a Lease.** The continuation of a lease agreement beyond the original lease term, including a new lease under which a lessee continues to use the same personal property.
  - (6) **Implicit Interest Rate.** The discount rate in a lease that, when applied to the minimum lease payments, causes the aggregate present value to be equal to the fair value of the leased personal property to the lessor.
  - (7) **Incremental Borrowing Rate.** The rate that, at the inception of the lease, DON would have incurred to borrow the funds necessary to purchase the leased personal property on a secured loan, with repayment terms similar to the payment schedule called for in the lease.
  - (8) **Minimum Lease Payments.** Payments that DON is obligated to make, or can be expected to make, in connection with leased personal property.
- b. **Operating Lease.** Personal property that is leased and does not transfer the risks of ownership to DON (Reference X.B).
20. **Impairment.** Recognition that personal property is no longer expected to provide substantive service potential and will be removed from service, or a significant reduction occurs in the capabilities, functions or uses of the personal property.
21. **Indirect Costs.** Ancillary costs that are allocable to the acquisition of personal property.
22. **Industrial Plant Equipment.** Personal property primarily utilized for the purpose of cutting, grinding, shaping, forming, joining, testing, measuring, heating, treating, or otherwise altering the physical, electrical, or chemical properties of materials, components, or end items.
23. **Net Realizable Value (NRV).** Fair market value less the cost to sell or dispose of the asset.



24. **Pilferable Personal Property Items.** Personal property items with an acquisition cost of less than \$2,500 that are hard to repair or replace, is inherently military in nature, and/or is critical in fulfilling the activity's mission as determined by the Commander, CO, or CG.
25. **Recovery Period (Estimated Useful Life).** The estimated duration of time that a personal property item can provide benefit to the entity's ongoing operations.
26. **Refurbishments.** The complete overhaul of personal property that extends the life of the personal property. A refurbishment will require capitalization and depreciation if the cost is greater than or equal to the capitalization criteria (Reference III.A.1.a) and extends the life of the personal property by at least two years.
27. **Repairs.** Changes in the ordinary course of operations to maintain personal property in a working condition. Repairs do **not** generally extend the useful life of the personal property and are expensed when incurred.
28. **Sensitive Personal Property Items.** Personal property items requiring special protection from disclosure which could cause embarrassment, compromise, or threat to the security of the sponsoring entity.
29. **Sponsor Owned/Pushed Personal Property.** Any personal property purchased by a higher entity (such as a Major Claimant) and forwarded (or "pushed") to a lower level (such as an activity).
30. **System Personal Property.** Personal property items organized together to perform a specific function or task. The completion of the function or task would not occur if the personal property items are used separately.
31. **Transferred Personal Property.** Personal property that DON receives from (transferred-in) or provides to another Federal entity without providing/receiving monetary funds in return.
32. **Working Capital Fund (WCF).** Revolving funds where DON activities use stabilized rates and prices to cover the cost of goods or service.

**LOCAL INSTRUCTIONS**

Leave Tab empty for local offices to insert local instructions.

**Policies and Procedures****MODULES: HAND RECEIPT AND UTILITIES**

	Field	Support Team
Navy	✓	
USMC - GME		✓
USMC - All others	✓	

**CONDUCTING PHYSICAL INVENTORY PROCEDURES****Assignments and Responsibilities for Physical Inventories****The PPM shall:**

1. Provide colored stickers, chalk, or other marking device in order to mark the personal property as it is counted.
2. Assign teams to conduct the physical inventory who are independent of the RO.
3. Assign an inventory validation team leader. The inventory validation team leader should be available to answer the team's questions during the physical inventory process.
4. Verify that every member of the team obtains and reviews a copy of the inventory procedures.
5. Provide the Hand Receipt Report to the inventory validation team leader.
6. Load header data into the scanner. See the Appendix for instructions on loading header data into your specific scanner.

**The Inventory Validation Team Lead shall:**

1. Assign individual team members to perform the physical inventory.
2. Provide the applicable sections of the Hand Receipt Report and the bar code scanner to the individual team members.

**The RO shall:**

1. Segregate all items that do not fall under DON's visibility or are not considered general personal property to avoid including them in the physical inventory.

**Performing the Inventory****The Inventory Validation Teams shall:**

1. Perform the inventory using the bar code scanner. See the Appendix for bar code scanner functions.
2. Scan all property with bar code scanner.
3. If property has no bar code label, notify the PPM.
4. Mark the item after it has been inventoried/scanned using a sticker, chalk mark, or other marking device.
7. At the conclusion of the physical inventory validation procedures, document all items that have not been marked with a sticker, chalk, or other marking device. If it is determined that the item should be included in DPAS, attempt to locate the following information that needs to be added for each item:

**NOTES:**

8. Return the Scanner to the inventory validation team leader.
9. Sign the Hand Receipt Report and the Inventory Reconciliation Report and prepare a Physical Inventory Completion Letter and any necessary DD Form 200s. If applicable, the CO shall return them to the PPM.
10. File the signed copies of the original documents in the physical inventory file.

### Physical Inventory Reconciliation

#### The Inventory Validation Team leader shall:

1. Review the results of the inventory/reconciliation reports.
2. Conduct a recount and validation of all items that had discrepancies during the original inventory count. Do not allow the employee who conducted the 1<sup>st</sup> count to conduct the 2<sup>nd</sup> count.
3. Discuss any variances between the Hand Receipt Report and DPAS with the RO and determine proper disposition of the personal property item.
4. Return the bar code scanner to the PPM.
5. Maintain a copy of the Hand Receipt Report until the next inventory.

#### The RO shall:

1. Reconcile all discrepancies within one month after the physical inventory validation.
2. Obtain supporting documentation for any adjustments to the physical inventory listing. A list of this documentation can be found in **Table I-3** on page I-11.
3. Complete a DD Form 200 if no support can be obtained for the discrepancy.
4. Sign the Hand Receipt Report and forward to the PPM.

#### The PPM shall:

1. Review the Hand Receipt Report for inventory completeness.
2. Upload the bar code scanner data into DPAS.
3. Print out the Inventory Reconciliation Report from DPAS.
4. Reconcile the Hand Receipt Report with the DPAS Inventory Reconciliation report.
5. Research all discrepancies.
6. Ensure that for each discrepancy the RO provided supporting documentation.

#### NOTES:

#### Quick Tip!

What if you find an item that is not bar coded or in your database? Perform research to find out how the item was obtained, as well as whether it belongs to the activity in whose area it was found. If the item does belong to the unit, it must be bar coded in accordance with the DON Personal Property Policies and Procedures Manual and entered into DPAS by the PPM.

7. Ensure that all additions and deletions resulting from the inventory count are entered into DPAS in accordance with earlier sections of this guide.
8. Maintain a physical inventory file that contains a copy of the Hand Receipt report and the DPAS Inventory Reconciliation report, a description of each discrepancy referenced to the reports, and a copy of all applicable supporting documentation.
9. Review, recommend approval, and forward all DD 200s to the CO for signature.

Care shall be taken to prevent any movement of inventory (e.g., receipts or transfers) during the physical inventory count.

**NOTES:**



## Physical Inventory and Bar Code Procedures

MODULE: HAND RECEIPT

### THIS ACTION APPLIES TO:

	Field	Support Team
Navy	✓	
USMC - GME		✓
USMC - All others	✓	

### INTRODUCTION

This section outlines the steps to conduct a physical inventory using DPAS and bar code scanning equipment. In accordance with the DON Personal Property Policy and Procedures Manual, all activities are required to assign bar code numbers and attach bar code labels to personal property within 15 business days of receipt of personal property. DON personnel are required to perform physical inventories for personal property at least once every three years and additionally as follows:

1. National Defense Equipment – Annually.
2. Government Furnished Equipment – Annually.
3. Contractor Acquired Equipment – Upon completion of the contract.
4. Change of Personal Property Managers (PPM), Responsible Officers (RO), and Commanding Officers (CO).
5. At the direction of the CO. For example, in the case of forced/unlawful entry or the discovery of an open/unattended storage container.
6. ADP - Annually or in accordance with current DISA guidelines.

The PPM shall schedule physical inventories to be performed by the HRH to ensure that all of the activity's personal property is inventoried in accordance with the DON Personal Property Policies and Procedures. The number of HRHs performing a physical inventory at one time is dependent on the number of bar code scanners available at the command. The instructions outlined below are general procedures for conducting a physical inventory using DPAS and a bar code scanner. Specific instructions for operating the different types of bar code scanners are included in Appendix H.

### NOTES:

#### Quick Tip!

**Before you begin conducting your physical inventory, run the batch reports for your inventory 24 hours in advance (see page 5). Batch reports are not done in real-time. They are processed overnight.**



### STEPS TO PERFORM THE ACTION

To perform an Inventory of a specific HRH, use the following steps:

1. Select the **Hand Receipt** icon or select **Hand Rcpt** from the menu bar.
2. Select the **Reports** from the program group.
3. Select the **Generate** from the program list.

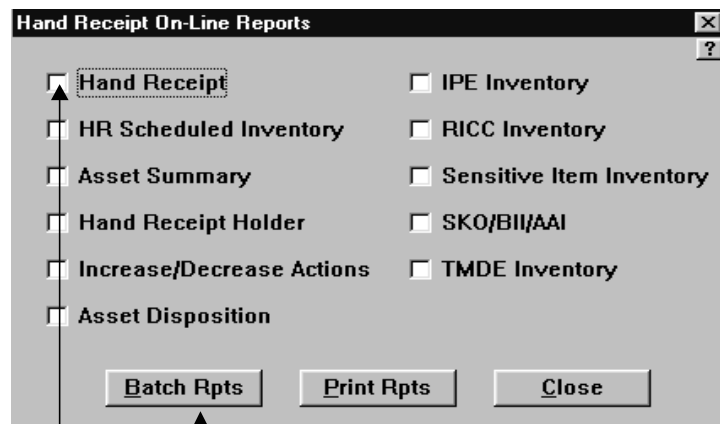


### NOTES:

#### Quick Tip!

A Batch Report is a large report that is processed overnight. They are run overnight to avoid using large amounts of resources during the day that are necessary for these transactions. Batch Transactions are performed daily at 6 p.m. Eastern Standard Time.

## Physical Inventory and Bar Code Procedures Step 1



① Select **Hand Receipt**.

② Click **Batch Rpts**.

## Physical Inventory and Bar Code Procedures

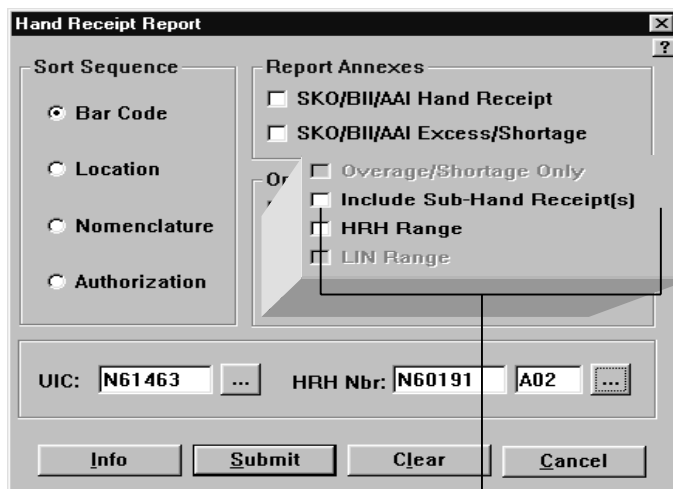
### Step 2



The dialog box titled "Hand Receipt Report" contains a "Sort Sequence" section with four radio buttons: "Bar Code" (selected), "Location", "Nomenclature", and "Authorization". To the right, the "Report Annexes" section has two checkboxes: "SKO/BII/AAI Hand Receipt" and "SKO/BII/AAI Excess/Shortage". Below this, the "Options" section has four checkboxes: "Overage/Shortage Only", "Include Sub-Hand Receipt(s)", "HRH Range", and "LIN Range". At the bottom, there are input fields for "UIC: N61463" and "HRH Nbr: N60191 A02", followed by "Info", "Submit", "Clear", and "Cancel" buttons.

Select the appropriate radio button.

### Step 3



The dialog box titled "Hand Receipt Report" is shown again. In this step, a callout box points to the "Include Sub-Hand Receipt(s)" checkbox in the "Options" section, which is currently unchecked. The "Sort Sequence" section remains the same with "Bar Code" selected. The "Report Annexes" and "Options" sections are visible. The input fields at the bottom show "UIC: N61463" and "HRH Nbr: N60191 A02".

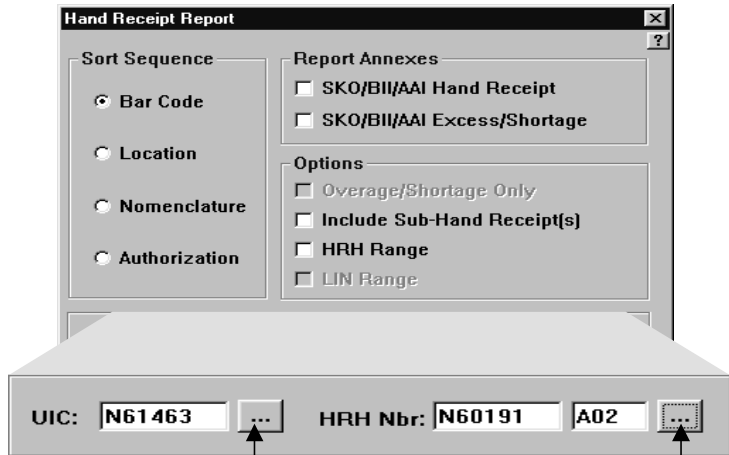
Check to include **Sub Hand Receipts** or **HRH Range**.

## NOTES:



## Physical Inventory and Bar Code Procedures

### Step 4



The dialog box titled "Hand Receipt Report" contains the following sections:

- Sort Sequence:**
  - ☒ Bar Code
  - ☐ Location
  - ☐ Nomenclature
  - ☐ Authorization
- Report Annexes:**
  - ☐ SKO/BII/AAI Hand Receipt
  - ☐ SKO/BII/AAI Excess/Shortage
- Options:**
  - ☐ Overage/Shortage Only
  - ☐ Include Sub-Hand Receipt(s)
  - ☐ HRH Range
  - ☐ LIN Range

At the bottom, there are input fields for:

- UIC:** N61463 (with a dropdown arrow)
- HRH Nbr:** N60191 A02 (with a dropdown arrow)

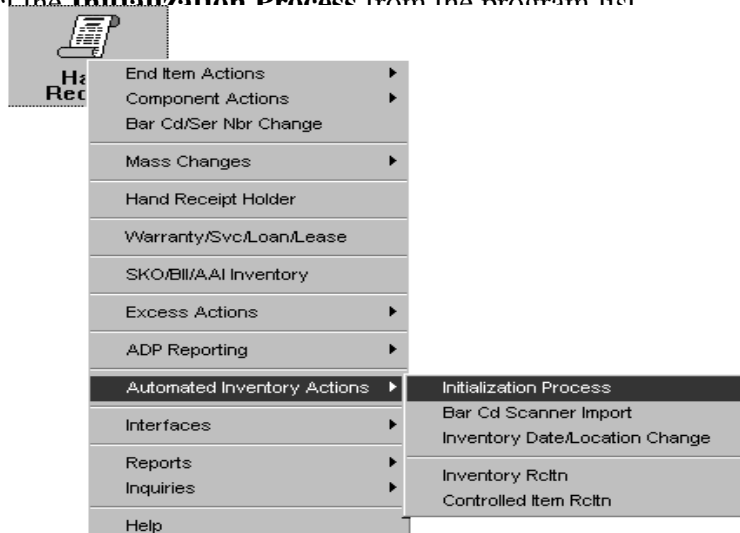
Below the dialog box, a flow diagram shows the steps:

- 1 Enter your UIC.
- 2 Enter HRH Number.

Click **Submit**.

Once the reports have been generated, inventory needs to be initialized. Initializing the inventory means to “freeze” it. No items can be added to or deleted from inventory at this point. To initialize inventory, use the following steps:

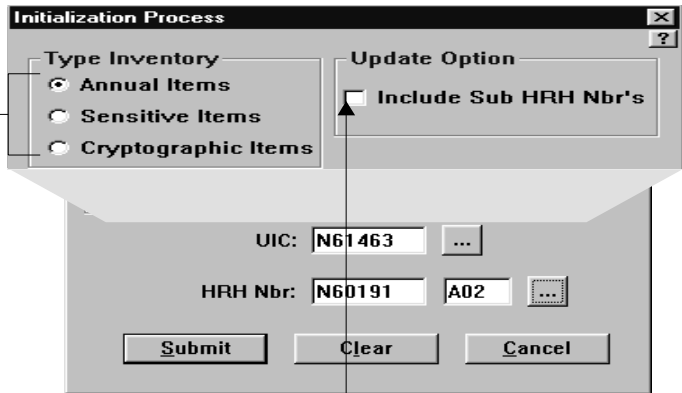
1. Select the **Hand Receipt** icon or Hand Rcpt from the menu bar.
2. Select the **Automated Inventory Actions** from the program group.
3. Select the **Initialization Process** from the program list



### NOTES:

## Physical Inventory and Bar Code Procedures

### Step 5




The **Initialization Process** dialog box contains the following elements:

- Type Inventory:** Three radio buttons: **Annual Items** (selected), **Sensitive Items**, and **Cryptographic Items**.
- Update Option:** A checkbox labeled **Include Sub HRH Nbr's**.
- UIC:** A text field containing **N61463** and a display button (...).
- HRH Nbr:** A text field containing **N60191**, a text field containing **A02**, and a display button (...).
- Buttons: **Submit**, **Clear**, and **Cancel**.

Annotations:

- ① Click the appropriate radio button for your inventory type.
- ② Check box if you want to include Sub-Hand Receipt Holder Number.

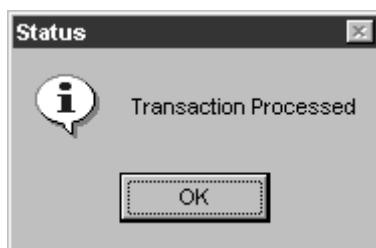
### Step 6



The **Initialization Process** dialog box is shown with annotations for Step 6:

- ③ Click **Submit**.
- ② Click the display button and select the appropriate **HRH Numbers**.
- ① Enter your **UIC**.

The following **Status** screen is displayed:



## NOTES:

## Physical Inventory and Bar Code Procedures

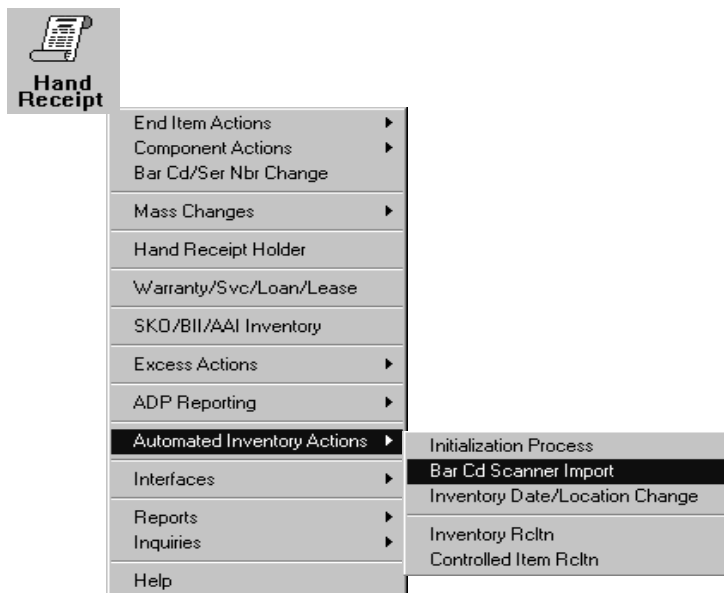
## Step 7

Scan your inventory. Refer to your scanner's instructions on how to use your specific scanner.

## Step 8

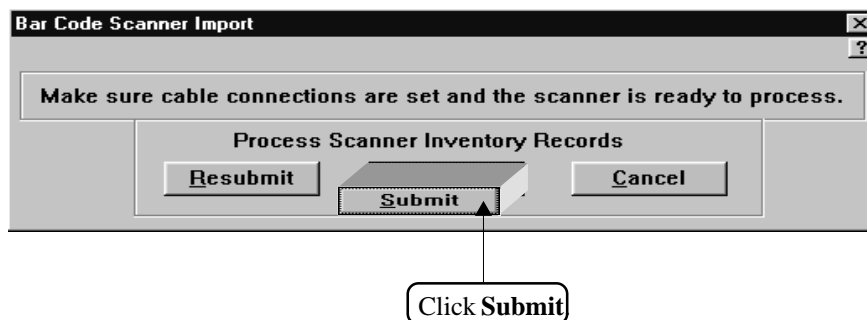
After scanning your bar coded items, you are ready to import data from the scanner into DPAS. To import the information from the scanner to DPAS, use the following steps:

1. Select the **Hand Receipt** icon or **Hand Rcpt** from the menu bar.
2. Select the **Automated Inventory Actions** from the program group.
3. Select the **Bar Cd Scanner Import** from the program list.



## Step 9

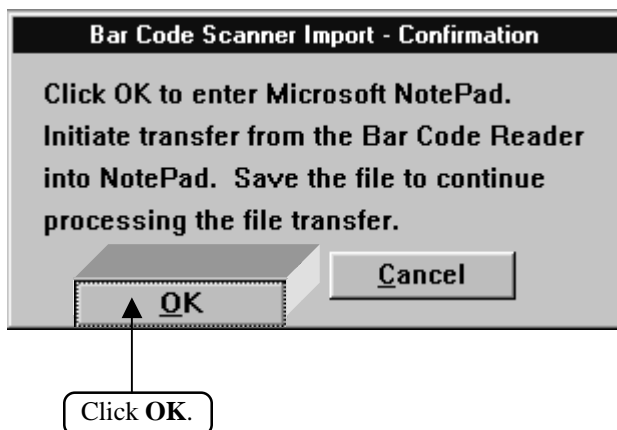
The **Bar Code Scanner Import** screen is displayed:

**NOTES:**

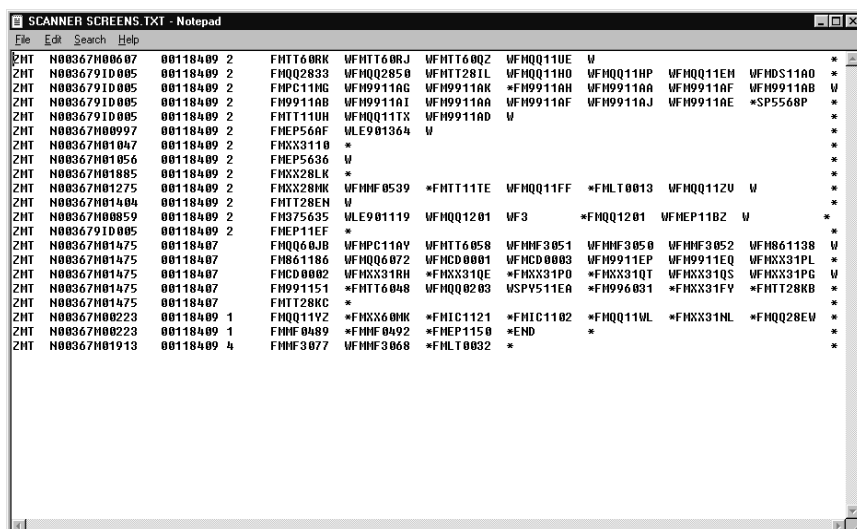
## Physical Inventory and Bar Code Procedures

### Step 10

The **Bar Code Scanner Import Confirmation** screen is displayed.



The inventory records will be uploaded from your scanner into Notepad, then from Notepad, the data is loaded into DPAS. There is a line of codes for every record scanned. These records will be loaded to a batch file in DPAS. When scanning is complete, the User should manually key in the work “END” so that the person who uploads the data knows that there is no more data.

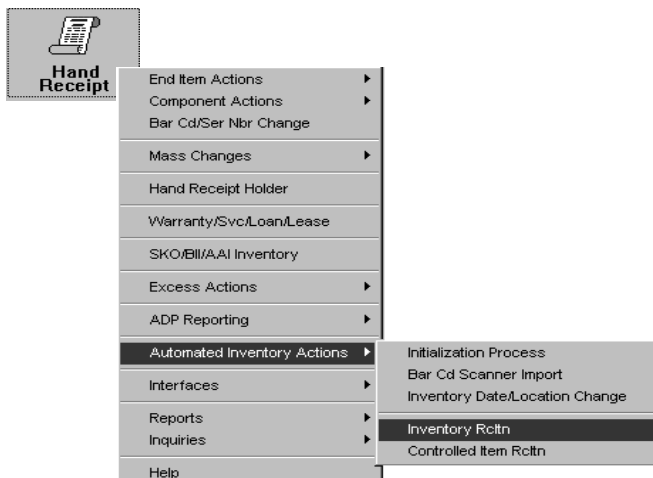


**NOTES:**

After completion of the Bar Code Scanner process it is necessary to prepare the Inventory Reconciliation Report. This report is used to determine if there are any inventory overages or shortages. By running the Inventory Reconciliation Report, your inventory is now “unfrozen.” You are now able to add to or delete from your inventory.

To prepare the Inventory Reconciliation Report, use the following steps:

1. Select the **Hand Receipt** icon or **Hand Rcpt** from the menu bar.
2. Select the **Automated Inventory Actions** from the program group.
3. Select the **Inventory Rclyn** from the program list.

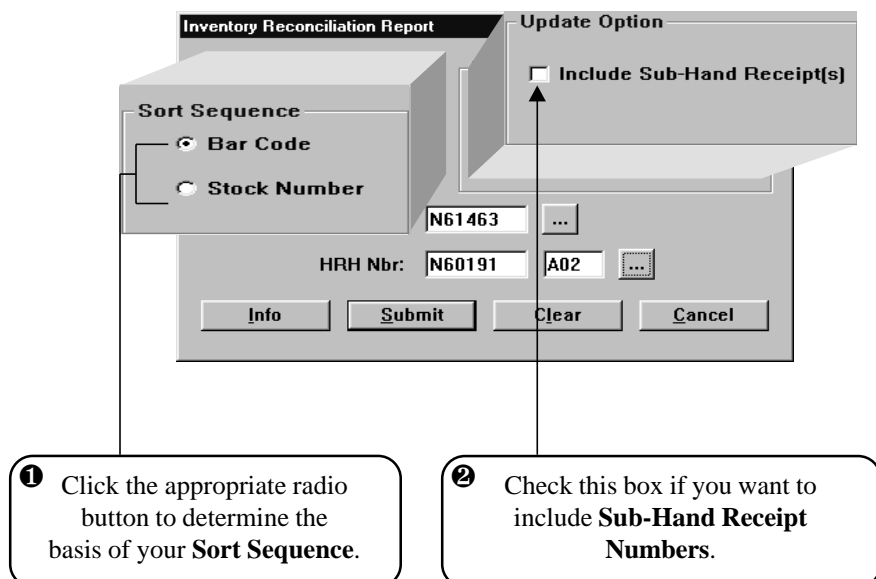


## NOTES:

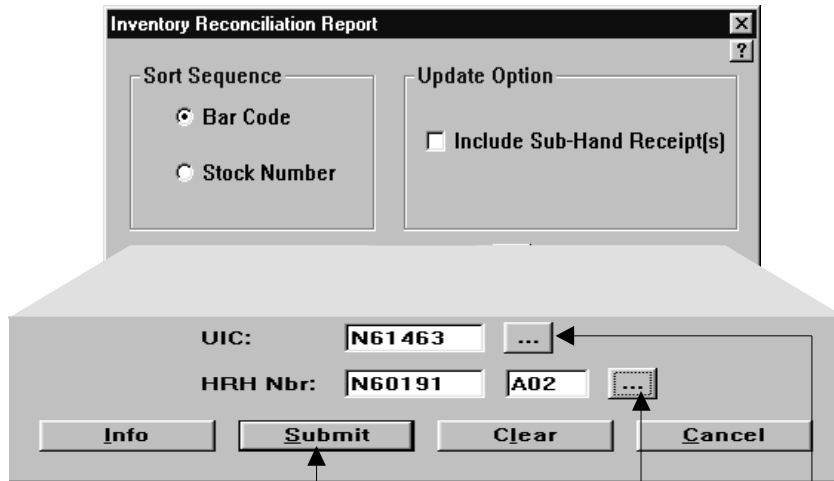
## Physical Inventory and Bar Code Procedures

### Step 11

The **Inventory Reconciliation Report** screen is displayed.



## Physical Inventory and Bar Code Procedures Step 12



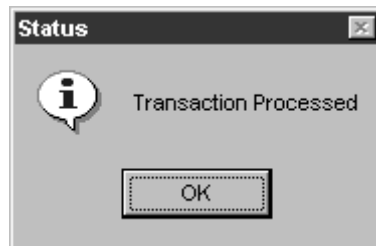
The dialog box titled "Inventory Reconciliation Report" contains two sections. The "Sort Sequence" section has two radio buttons: "Bar Code" (selected) and "Stock Number". The "Update Option" section has a checkbox labeled "Include Sub-Hand Receipt(s)" which is unchecked. Below these sections are input fields for "UIC:" (containing "N61463"), "HRH Nbr:" (containing "N60191"), and a third field (containing "A02"). Each input field has a small button to its right. At the bottom are four buttons: "Info", "Submit", "Clear", and "Cancel".

③ Click **Submit**.

② Click the display button and select the appropriate **HRH Number**.

① Enter your **UIC**.

The following **Status** screen is displayed:



The dialog box titled "Status" displays an information icon (a lowercase 'i' inside a circle) next to the text "Transaction Processed". At the bottom is an "OK" button.

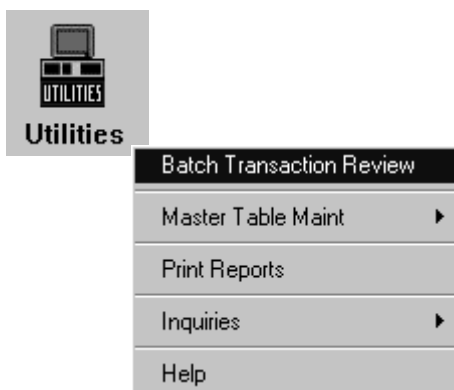
### NOTES:

## Physical Inventory and Bar Code Procedures Step 13

Batch Transaction Review will permit the local systems coordinator to review batch transaction requests. These are requests that are processed overnight to avoid using large amounts of resources during the day that are necessary for these transactions. A review of these transactions should be accomplished prior to each process. The coordinator has the option to delete transaction requests at this time. Batch Transactions are performed daily at 6 p.m. Eastern Standard Time.

To run Inventory Reconciliation Reports based on the information that was scanned and imported into DPAS, use the following steps:

1. Select the **Utilities** icon or **Utilities** from the menu bar.
2. Select **Batch Transaction Review** from the program list.



The Inventory Reconciliation Report displays hand receipt records that have an imbalance. Following is a sample Inventory Reconciliation Reports. Part I details the overages, Part II details the shortages, Part III gives a summary of totals, and Part IV details a listing of non-labeled items.

### NOTES:

REPORT: DPTN041R  
ACTIVITY: A8DEFENSE PROPERTY ACCOUNTABILITY SYSTEM  
INVENTORY RECONCILIATION REPORT

DATE: 20000518 TIME: 21:04 PAGE: 1

UIC: N00367  
HRH NBR: M00277  
TYP RPT: B

## PART I - OVERAGES

BAR CD	CMPN LVL	STK NBR	LST INV DT	UIC	QTY	BULK INV QTY	SENS ITEM
NOMEN	INV STS CD	SER NBR	INV LOC	HRH NBR	LOCATION	OVER/SHORT	
FM645608	P	7025001045513	19991229	N00367	1		
MONITOR		7066CR20268322	409 4	91D005	409 2	OVER	
FMQQ11GS	P	702100N001321	19991122	N00367	1		
CPU, 486		53610258	409 4	91D005	407 H19	OVER	
FMQQ28BP	P	702500F001133	19991122	N00367	1		
PRINTER		01A6218	407 D20	91D005	409 F6	OVER	
FMRP5607	P	7025001045513	19991122	N00367	1		
MONITOR		A153760564	409 4	91D005	409 4	OVER	
LE901409		702100N001088	20000111	N00367	1		
CPU, DESKTOP, PENTIUM	P	23PBGRN	409 4	91D005	409 4	OVER	

END OF PART I





DRAFT

November 01, 2000

Appendix E - 15

PART II - SHORTAGES

BAR CD	CMPN LVL	STK NBR	LST INV DT	UIC	QTY	BULK INV QTY	SENS ITEM
NOMEN	INV STS CD	SER NBR	INV LOC	HRH NBR	LOCATION		OVER/SHORT
FMP C11JH		702100N001088	20000328	N00367	1		
CPU, DESKTOP, PENTIUM P		GC772	409 TRC	M00277	409 TRC		SHRT1
FMP C11KD		702100N001088	19991122	N00367	1		
CPU, DESKTOP, PENTIUM P		H283C	409 4	M00277	409 3		SHRT1
FMQ Q60TZ		705000N001379	20000301	N00367	1		
TAPE BACKUP	P	54099604	409 4	M00277	409 3		SHRT1
FMQ Q60UA		705000N001379	20000328	N00367	1		
TAPE BACKUP	P	54129604	409 TRC	M00277	409 TRC		SHRT1
FMX X31MH		7025001045513	20000328	N00367	1		
MONITOR	C	1PA709210280	409 TRB	M00277	409 TRB		SHRT2
FMX X5548		6695012065809	19991122	N00367	1		
CONTROLLER	P	23CH391	407 2	M00277	409 3		SHRT1
SPY25516		6695012065809	20000328	N00367	1		
CONTROLLER	P	E4975	409 TRB	M00277	409 TRB		SHRT1

END OF PART II

REPORT: DPTN041R      DEFENSE PROPERTY ACCOUNTABILITY SYSTEM      DATE: 20000518 TIME: 21:04 PAGE: 2  
ACTIVITY: A8      INVENTORY RECONCILIATION REPORT

UIC: N00367  
HRH NBR: M00277  
TYP RPT: B

PART III - SUMMARY TOTALS

END ITEM QTY		COMPONENT QTY	
# OVERAGES	5	# OVERAGES	0
# SHORTAGES	7	# SHORTAGES	0
# RECON (BAR-CD)	31	# RECON (BAR-CD)	0
# RECON (NON-BAR-CD)	0	# RECON (NON-BAR-CD)	0

TOTAL END ITEMS      43      TOTAL COMPONENTS      0

END OF PART III  
REPORT: DPTN041R      DEFENSE PROPERTY ACCOUNTABILITY SYSTEM      DATE: 20000518 TIME: 21:04 PAGE: 3  
ACTIVITY: A8      INVENTORY RECONCILIATION REPORT

UIC: N00367  
HRH NBR: M00277  
TYP RPT: B

PART IV - NON LABELED ITEMS

DESCRIPTION      SER NBR      QTY

NO RECORDS

END OF PART IV

END OF REPORT



## NAVY DPAS Support Team FREQUENTLY ASKED QUESTIONS

Historically, Help Desk type calls have been very specific and technical in nature since most users have attended the formal training in DPAS. The majority of questions require some sort of action that necessitates logging onto the specific database to review what may or may not be occurring in DPAS. The following are a number of general type questions seen over the last 8 months.

### 1. Do I need to use DPAS?

- Yes, in 1994 the Under Secretary of Defense memorandum recommended that DPAS be the sole system for the military system and the Assistant Secretary of Defense memorandum dated May 3 1995 approved the system for use. Both memos are available on the FISC Norfolk web page for viewing at, [www.nor.fisc.navy.mil/home/dpas.htm](http://www.nor.fisc.navy.mil/home/dpas.htm)

### 2. How do I obtain training on DPAS or My Eureka/IQ?

- The formal training is held at Defense Supply Center (DSCC) Columbus Ohio. Anyone wishing to attend this training must contact the Navy DPAS Support Team for information and dates.

### 3. How do I obtain the software to down load for DPAS operation?

- The software is available for downloading off of the Internet where a password is required. A DISA form 41 is required to be filled out and submitted to the Navy DPAS Support team. Contact them for instructions on obtaining, filling out and submitting this form.

### 4. Is it necessary to down load all three programs to use DPAS?

- Yes. All 3 programs are interrelated and required for operation.

### 5. Where and to whom do I send requests?

- ALL Navy DPAS requests must be submitted to the Navy DPAS Support Team.

### 6. Where can I obtain additional information on DPAS?

- The DPAS-Norfolk web page has capabilities that allow users to view DPAS procedures. The site is [www.nor.fisc.navy.mil/home/dpas.htm](http://www.nor.fisc.navy.mil/home/dpas.htm). Users may also contact the DPAS support team for DPAS, IQ/My Eureka related questions.

**7. Should I do an inventory prior to conversion to DPAS?**

- YES! Remember DPAS will only be as good as the data that is supplied to put into it! Starting with a bad inventory will compound and make DPAS conversion a painful experience.

**8. How important is it to know the manufacturer or model numbers of items?**

- Each item in DPAS must have a stock number and manufacture key assigned to identify your material. This record is built upon data supplied by the user; it will be as accurate as the data supplied.

**9. How do I obtain a password to use DPAS?**

- A DISA Form 41 is required to be submitted to the Navy DPAS support for each user and password. The Navy DPAS support team will assist in obtaining the proper forms and filling them out.

**10. Who assigns me a user id and password?**

- Based upon the data supplied by a user and approved by their supervisor on the DISA form 41 the Navy DPAS Support Team will assign a user id and password.

**11. What capabilities will I have in DPAS?**

- Your supervisor is aware of the capabilities users will have in DPAS. There are “standard” user settings, which will be given to all users. Questions regarding user capabilities will be handled by the Navy DPAS Support team.

**12. How do I change my password?**

- Log on to DPAS, select “file” listed across the top of the screen then select change password, type in the old password then type in the new password, reenter new password then select submit. If a user gets locked out they will need to contact the Navy DPAS support team.

**13. What do I do if I forget my password?**

- Users must contact the Navy DPAS Support Team to have a password reset.

**14. How do I locate or add stock number records to my database?**

- Do a search in DPAS searching by nomenclature, if an item is not found go to the next step
- Log on to the NAVY DPAS web page at [www.nor.fisc.navy.mil/home/dpas.htm](http://www.nor.fisc.navy.mil/home/dpas.htm)
- If a user is unable to locate the requested item, click on the Catalog modification request and procedures, fill out the form and depress send to navy POCs. The internet on line request

will be received by the Navy DPAS support team, answered and returned as soon as possible. Normal turn around is a few hours only.

**15. How do I locate or add manufacture data to my records?**

- Log on to DPAS and using the inquiry module select the desired field and depress ok.
- Results will be displayed, or if no records are displayed the user must contact the Navy DPAS support team to add the record
- Some procedures are listed at the web site, [www.nor.fisc.navy.mil/home/dpas.htm](http://www.nor.fisc.navy.mil/home/dpas.htm)

**16. Can other commands see my records?**

- The only command that can view a users records are those commands using the same DPAS site ID and same UIC, all other commands do not have access. Contact the Navy DPAS Support team for additional information on this subject.

**17. Should I put my ADP items in DPAS?**

- Yes. DPAS has an interface for reporting ADP assets to DITMS.

**18. Can I run reports in DPAS to assist in my inventory?**

- Yes. DPAS has a report writing system interlaced with it called IQ/My Eureka

**19. Who do I call if DPAS stops working or gives me error messages?**

- All Navy DPAS related questions are routed to the Navy DPAS Support Team at one of the numbers listed below.

**20. How do I submit my requests to add items to the DPAS database?**

- Log on to the internet and go to site: [www.nor.fisc.navy.mil/home/dpas.htm](http://www.nor.fisc.navy.mil/home/dpas.htm)
- Basic instructions are given in the web page plus there is an on line internet request form to be filled out and submitted to the Navy DPAS Support Team
- All DPAS catalog or manufacture requests are submitted via the online request

**21. How does the online procedure work?**

- Log on to the site: [www.nor.fisc.navy.mil/home/dpas.htm](http://www.nor.fisc.navy.mil/home/dpas.htm)
- Select Catalog Modification Request and Procedures
- Fill out the catalog modification request form and depress SEND TO NAVY POCS
- The electronic form will be received by the Navy DPAS Support Team, action will be taken and the requested data with answers will be returned via the same electronic form
- The requested data will be input into the Navy data base which will update all site records during end of day processing at DISA Dayton Ohio

## Federal Supply Codes (FSCs)

### *Weapons and Accessories*

[1005](#) Guns, through 30 mm  
[1010](#) Guns, over 30 mm up to 75 mm  
[1015](#) Guns, 75 mm through 125 mm  
[1020](#) Guns, over 125 mm through 150 mm  
[1025](#) Guns, over 150 mm through 200 mm  
[1030](#) Guns, over 200 mm through 300 mm  
[1035](#) Guns, over 300 mm  
[1040](#) Chemical Weapons and Equipment  
[1045](#) Launchers, Torpedo and Depth Charge  
[1055](#) Launchers, Rocket and Pyrotechnic  
[1070](#) Nets and Booms, Ordnance  
[1075](#) Degaussing and Mine Sweeping Equipment  
[1080](#) Camouflage and Deception Equipment

### *Nuclear Ordnance Equipment*

[1090](#) Assemblies Interchangeable Between Weapons in Two or More Classes  
[1095](#) Miscellaneous Weapons  
[1105](#) Nuclear Bombs  
[1110](#) Nuclear Projectiles  
[1115](#) Nuclear Warheads and Warhead Sections  
[1120](#) Nuclear Depth Charges  
[1125](#) Nuclear Demolition Charges  
[1127](#) Nuclear Rockets  
[1130](#) Conversion Kits, Nuclear Ordnance  
[1135](#) Fuzing and Firing Devices, Nuclear Ordnance  
[1140](#) Nuclear Components  
[1145](#) Explosive and Pyrotechnic Components, Nuclear Ordnance  
[1190](#) Specialized Test and Handling Equipment, Nuclear Ordnance  
[1195](#) Miscellaneous Nuclear Ordnance

### *Fire Control Equipment*

[1210](#) Fire Control Directors  
[1220](#) Fire Control Computing Sights and Devices  
[1230](#) Fire Control Systems, Complete  
[1240](#) Optical Sighting and Ranging Equipment  
[1250](#) Fire Control Stabilizing Mechanisms  
[1260](#) Fire Control Designating and Indicating Equipment  
[1265](#) Fire Control Transmitting and Receiving Equipment, except Airborne  
[1270](#) Aircraft Gunnery Fire Control Components  
[1280](#) Aircraft Bombing Fire Control Components  
[1285](#) Fire Control Radar Equipment, except Airborne  
[1287](#) Fire Control Sonar Equipment  
[1290](#) Miscellaneous Fire Control Equipment

### *Ammunition and Guided Missile Equipment*

[1305](#) Ammunition, through 30 mm  
[1310](#) Ammunition, over 30 mm up to 75 mm  
[1315](#) Ammunition, 75 mm through 125 mm  
[1320](#) Ammunition, over 125 mm

- [1325](#) Bombs
- [1330](#) Grenades
- [1336](#) Guided Missile Warheads and Explosive Components
- [1337](#) Guided Missile and Space Vehicle Explosive Propulsion Units, Solid Fuel; and Components
- [1338](#) Guided Missile and Space Vehicle Inert Propulsion Units, Solid Fuel; and Components.
- [1340](#) Rockets, Rocket Ammunition and Rocket Components
- [1345](#) Land Mines
- [1350](#) Underwater Mine Inert Components
- [1351](#) Underwater Mine Explosive Components
- [1355](#) Torpedo Inert Components
- [1356](#) Torpedo Explosive Components
- [1360](#) Depth Charge Inert Components
- [1361](#) Depth Charge Explosive Components
- [1365](#) Military Chemical Agents
- [1370](#) Pyrotechnics
- [1375](#) Demolition Materials
- [1376](#) Bulk Explosives
- [1377](#) Cartridge and Propellant Actuated Devices and Components
- [1385](#) Surface Use Explosive Ordnance Disposal Tools and Equipment
- [1386](#) Underwater Use Explosive Ordnance Disposal and Swimmer Weapons Systems Tools and Equipment
- [1390](#) Fuzes and Primers
- [1395](#) Miscellaneous Ammunition
- [1398](#) Specialized Ammunition Handling and Servicing Equipment
- [1410](#) Guided Missiles
- [1420](#) Guided Missile Components
- [1425](#) Guided Missile Systems, Complete
- [1427](#) Guided Missile Subsystems
- [1430](#) Guided Missile Remote Control Systems
- [1440](#) Launchers, Guided Missile
- [1450](#) Guided Missile Handling and Servicing Equipment

#### *Aircraft and Airframe Structural Components*

- [1510](#) Aircraft, Fixed Wing
- [1520](#) Aircraft, Rotary Wing
- [1540](#) Gliders
- [1550](#) Drones
- [1560](#) Airframe Structural Components

#### *Aircraft Components and Accessories*

- [1610](#) Aircraft Propellers and Components
- [1615](#) Helicopter Rotor Blades, Drive Mechanisms and Components.
- [1620](#) Aircraft Landing Gear Components
- [1630](#) Aircraft Wheel and Brake Systems
- [1650](#) Aircraft Hydraulic, Vacuum, and De-icing System Components
- [1660](#) Aircraft Air Conditioning, Heating, and Pressurizing Equipment
- [1670](#) Parachutes; Aerial Pick Up, Delivery, Recovery Systems; and Cargo Tie Down Equipment
- [1680](#) Miscellaneous Aircraft Accessories and Components

#### *Aircraft Launching, Landing, and Ground Handling Equipment*

- [1710](#) Aircraft Landing Equipment.
- [1720](#) Aircraft Launching Equipment
- [1730](#) Aircraft Ground Servicing Equipment

[1740](#) Airfield Specialized Trucks and Trailers  
[1810](#) Space Vehicles  
[1820](#) Space Vehicle Components  
[1830](#) Space Vehicle Remote Control Systems  
[1840](#) Space Vehicle Launchers  
[1850](#) Space Vehicle Handling and Servicing Equipment  
[1860](#) Space Survival Equipment

*Ships, Small Craft, Pontoons, and Floating Docks*

[1905](#) Combat Ships and Landing Vessels  
[1910](#) Transport Vessels, Passenger and Troop  
[1915](#) Cargo and Tanker Vessels  
[1920](#) Fishing Vessels  
[1925](#) Special Service Vessels  
[1930](#) Barges and Lighters, Cargo  
[1935](#) Barges and Lighters, Special Purpose  
[1940](#) Small Craft  
[1945](#) Pontoons and Floating Docks  
[1950](#) Floating Drydocks  
[1955](#) Dredges  
[1990](#) Miscellaneous Vessels

*Ship and Marine Equipment*

[2010](#) Ship and Boat Propulsion Components  
[2020](#) Rigging and Rigging Gear  
[2030](#) Deck Machinery  
[2040](#) Marine Hardware and Hull Items  
[2050](#) Buoys  
[2060](#) Commercial Fishing Equipment  
[2090](#) Miscellaneous Ship and Marine Equipment

*Railway Equipment*

[2210](#) Locomotives  
[2220](#) Rail Cars  
[2230](#) Right-of-Way Construction and Maintenance Equipment, Railroad  
[2240](#) Locomotive and Rail Car Accessories and Components  
[2250](#) Track Material, Railroad

*Motor Vehicles, Trailers, and Cycles*

[2305](#) Ground Effect Vehicles  
[2310](#) Passenger Motor Vehicles  
[2320](#) Trucks and Truck Tractors, Wheeled  
[2330](#) Trailers  
[2340](#) Motorcycles, Motor Scooters, and Bicycles  
[2350](#) Combat, Assault, and Tactical Vehicles, Tracked  
[2410](#) Tractor, Full Tracked, Low Speed  
[2420](#) Tractors, Wheeled  
[2430](#) Tractors, Full Tracked, High Speed



*Vehicular Equipment Components*

- [2510](#) Vehicular Cab, Body, and Frame Structural Components
- [2520](#) Vehicular Power Transmission Components
- [2530](#) Vehicular Brake, Steering, Axle, Wheel, and Track Components.
- [2540](#) Vehicular Furniture and Accessories
- [2541](#) Weapons Systems Specific Vehicular Accessories
- [2590](#) Miscellaneous Vehicular Components

*Tires and Tubes*

- [2610](#) Tires and Tubes, Pneumatic, Except Aircraft
- [2620](#) Tires and Tubes, Pneumatic, Aircraft
- [2630](#) Tires, Solid and Cushion
- [2640](#) Tire Rebuilding and Tire and Tube Repair Materials

*Engines, Turbines, and Components*

- [2805](#) Gasoline Reciprocating Engines, Except Aircraft; and Components
- [2810](#) Gasoline Reciprocating Engines, Aircraft Prime Mover; and Components
- [2815](#) Diesel Engines and Components
- [2820](#) Steam Engines, Reciprocating; and Components
- [2825](#) Steam Turbines and Components
- [2830](#) Water Turbines and Water Wheels; and Components
- [2835](#) Gas Turbines and Jet Engines, Non-Aircraft; and Components
- [2840](#) Gas Turbines and Jet Engines, Aircraft, Prime Moving; and Components
- [2845](#) Rocket Engines and Components
- [2850](#) Gasoline Rotary Engines and Components
- [2895](#) Miscellaneous Engines and Components

*Engine Accessories*

- [2910](#) Engine Fuel System Components, Nonaircraft
- [2915](#) Engine Fuel System Components, Aircraft and Missile Prime Movers
- [2920](#) Engine Electrical System Components, Nonaircraft
- [2925](#) Engine Electrical System Components, Aircraft Prime Moving
- [2930](#) Engine Cooling System Components, Nonaircraft
- [2935](#) Engine System Cooling Components, Aircraft Prime Moving
- [2940](#) Engine Air and Oil Filters, Strainers, and Cleaners, Nonaircraft
- [2945](#) Engine Air and Oil Filters, Cleaners, Aircraft Prime Moving
- [2950](#) Turbosupercharger and components
- [2990](#) Miscellaneous Engine Accessories, Nonaircraft
- [2995](#) Miscellaneous Engine Accessories, Aircraft

*Mechanical Power Transmission Equipment*

- [3010](#) Torque Converters and Speed Changers
- [3020](#) Gears, Pulleys, Sprockets, and Transmission Chain
- [3030](#) Belting, Drive Belts, Fan Belts, and Accessories
- [3040](#) Miscellaneous Power Transmission Equipment

*Bearings*

- [3110](#) Bearings, Antifriction, Unmounted
- [3120](#) Bearings, Plain, Unmounted
- [3130](#) Bearings, Mounted

*Woodworking Machinery and Equipment*

- [3210](#) Sawmill and Planing Mill Machinery
- [3220](#) Woodworking Machines
- [3230](#) Tools and Attachments for Woodworking Machinery

*Metalworking Machinery*

- [3405](#) Saws and Filing Machines
- [3408](#) Machining Centers and Way-Type Machines
- [3410](#) Electrical and Ultrasonic Erosion Machines
- [3411](#) Boring Machines
- [3412](#) Broaching Machines
- [3413](#) Drilling and Tapping Machines
- [3414](#) Gear Cutting and Finishing Machines.
- [3415](#) Grinding Machines
- [3416](#) Lathes
- [3417](#) Milling Machines
- [3418](#) Planers and Shapers
- [3419](#) Miscellaneous Machine Tools
- [3422](#) Rolling Mills and Drawing Machines
- [3424](#) Metal Heat Treating and Non-Thermal Treating Equipment
- [3426](#) Metal Finishing Equipment
- [3431](#) Electric Arc Welding Equipment
- [3432](#) Electric Resistance Welding Equipment
- [3433](#) Gas Welding, Heat Cutting, and Metalizing Equipment
- [3436](#) Welding Positioners and Manipulators
- [3438](#) Miscellaneous Welding Equipment
- [3439](#) Miscellaneous Welding, Soldering, and Brazing Supplies and Accessories
- [3441](#) Bending and Forming Machines
- [3442](#) Hydraulic and Pneumatic Presses, Power Driven
- [3443](#) Mechanical Presses, Power Driven
- [3444](#) Manual Presses
- [3445](#) Punching and Shearing Machines
- [3446](#) Forging Machinery and Hammers
- [3447](#) Wire and Metal Ribbon Forming Machines
- [3448](#) Riveting Machines
- [3449](#) Miscellaneous Secondary Metal Forming and Cutting Machines
- [3450](#) Machine Tools, Portable
- [3455](#) Cutting Tools for Machine Tools
- [3456](#) Cutting and Forming Tools for Secondary Metalworking Machinery
- [3460](#) Machine Tool accessories
- [3461](#) Accessories for Secondary Metalworking Machinery
- [3465](#) Production Jigs, Fixtures, and Templates
- [3470](#) Machine Shop Sets, Kits, and Outfits

*Service and Trade Equipment*

- [3510](#) Laundry and Dry Cleaning Equipment
- [3520](#) Shoe Repairing Equipment
- [3530](#) Industrial Sewing Machines and Mobile Textile Repair Shops
- [3540](#) Wrapping and Packaging Machinery
- [3550](#) Vending and Coin Operated Machines
- [3590](#) Miscellaneous Service and Trade Equipment

*Special Industry Machinery*

- [3605](#) Food Products Machinery and Equipment
- [3610](#) Printing, Duplicating, and Bookbinding Equipment
- [3611](#) Industrial Marking Machines
- [3615](#) Pulp and Paper Industries Machinery
- [3620](#) Rubber and Plastics Working Machinery
- [3625](#) Textile Industries Machinery
- [3630](#) Clay and Concrete Products Industries Machinery
- [3635](#) Crystal and Glass Industries Machinery
- [3640](#) Tobacco Manufacturing Machinery
- [3645](#) Leather Tanning and Leather Working Industries Machinery
- [3650](#) Chemical and Pharmaceutical Products Manufacturing Machinery
- [3655](#) Gas Generating and Dispensing Systems, Fixed or Mobile
- [3660](#) Industrial Size Reduction Machinery
- [3670](#) Specialized Semiconductor, Microcircuit, and Printed Circuit Board Manufacturing Machinery
- [3680](#) Foundry Machinery, Related Equipment and Supplies
- [3685](#) Specialized Metal Container Manufacturing Machinery and Related Equipment
- [3690](#) Specialized Ammunition and Ordnance Machinery and Related Equipment
- [3693](#) Industrial Assembly Machines
- [3694](#) Clean Work Stations, Controlled Environment, and Related Equipment
- [3695](#) Miscellaneous Special Industry Machinery

*Agricultural Machinery and Equipment*

- [3710](#) Soil Preparation Equipment
- [3720](#) Harvesting Equipment
- [3730](#) Dairy, Poultry, and Livestock Equipment
- [3740](#) Pest, Disease, and Frost Control Equipment
- [3750](#) Gardening Implements and Tools
- [3770](#) Saddlery, Harness, Whips, and Related Animal Furnishings

*Construction, Mining, Excavating, and Highway Maintenance Equipment*

- [3805](#) Earth Moving and Excavating Equipment
- [3810](#) Cranes and Crane-Shovels
- [3815](#) Crane and Crane-Shovel Attachments
- [3820](#) Mining, Rock Drilling, Earth Boring, and Related Equipment
- [3825](#) Road Clearing, Cleaning, and Marking Equipment
- [3830](#) Truck and Tractor Attachments
- [3835](#) Petroleum Production and Distribution Equipment
- [3895](#) Miscellaneous Construction Equipment

*Materials Handling Equipment*

- [3910](#) Conveyors
- [3915](#) Materials Feeders
- [3920](#) Material Handling Equipment, Nonself-Propelled
- [3930](#) Warehouse Trucks and Tractors, Self-Propelled
- [3940](#) Blocks, Tackle, Rigging, and Slings
- [3950](#) Winches, Hoists, Cranes, and Derricks
- [3960](#) Freight Elevators
- [3990](#) Miscellaneous Materials Handling Equipment

*Rope, Cable, Chain, and Fittings*

- [4010](#) Chain and Wire Rope
- [4020](#) Fiber Rope, Cordage, and Twine
- [4030](#) Fittings for Rope, Cable, and Chain

*Refrigeration and Air Conditioning Equipment*

- [4110](#) Refrigeration Equipment
- [4120](#) Air Conditioning Equipment
- [4130](#) Refrigeration and Air Conditioning Components
- [4140](#) Fans, Air Circulators, and Blower Equipment
- [4150](#) Vortex Tubes and Other Related Cooling Tubes

*Fire Fighting, Rescue, and Safety Equipment*

- [4210](#) Fire Fighting Equipment
- [4220](#) Marine Lifesaving and Diving Equipment
- [4230](#) Decontaminating and Impregnating Equipment
- [4235](#) Hazardous Material Spill Containment and Clean-up Equipment and Material
- [4240](#) Safety and Rescue Equipment
- [4250](#) Recycling and Reclamation Equipment

*Pumps and Compressors*

- [4310](#) Compressors and Vacuum Pumps
- [4320](#) Power and Hand Pumps
- [4330](#) Centrifugals, Separators, and Pressure and Vacuum Filters

*Furnace, Steam Plant, and Drying Equipment*

- [4410](#) Industrial Boilers
- [4420](#) Heat Exchangers and Steam Condensers
- [4430](#) Industrial Furnaces, Kilns, Lehrs, and Ovens
- [4440](#) Driers, Dehydrators, and Anhydrators
- [4460](#) Air Purification Equipment
- [4470](#) Nuclear Reactors

*Plumbing, Heating, and Sanitation Equipment*

- [4510](#) Plumbing Fixtures and Accessories
- [4520](#) Space and Water Heating Equipment
- [4530](#) Fuel Burning Equipment Units
- [4540](#) Waste Disposal Equipment

*Water Purification and Sewage Treatment Equipment*

- [4610](#) Water Purification Equipment
- [4620](#) Water Distillation Equipment, Marine and Industrial
- [4630](#) Sewage Treatment Equipment

*Pipe, Tubing, Hose, and Fittings*

- [4710](#) Pipe, Tube and Rigid Tubing
- [4720](#) Hose and Flexible Tubing
- [4730](#) Hose, Pipe, Tube, Lubrication, and Railing Fittings

*Valves*

- [4810](#) Valves, Powered
- [4820](#) Valves, Nonpowered

*Maintenance and Repair Shop Equipment*

- [4910](#) Motor Vehicle Maintenance and Repair Shop Specialized Equipment
- [4920](#) Aircraft Maintenance and Repair Shop Specialized Equipment
- [4921](#) Torpedo Maintenance, Repair, and Checkout Specialized Equipment
- [4923](#) Depth Charges and Underwater Mines Maintenance, Repair, and Checkout Specialized Equipment
- [4925](#) Ammunition Maintenance, Repair, and Checkout Specialized Equipment
- [4927](#) Rocket Maintenance, Repair and Checkout Specialized Equipment
- [4930](#) Lubrication and Fuel Dispensing Equipment
- [4931](#) Fire Control Maintenance and Repair Shop Specialized Equipment
- [4933](#) Weapons Maintenance and Repair Shop Specialized Equipment
- [4935](#) Guided Missile Maintenance, Repair, and Checkout Specialized Equipment
- [4940](#) Miscellaneous Maintenance and Repair Shop Specialized Equipment
- [4960](#) Space Vehicle Maintenance, Repair, and Checkout Specialized Equipment
- [4970](#) Multiple Guided Weapons, Specialized Maintenance and Repair Shop Equipment

*Hand Tools*

- [5110](#) Hand Tools, Edged, Nonpowered
- [5120](#) Hand Tools, Nonedged, Nonpowered
- [5130](#) Hand Tools, Power Driven
- [5133](#) Drill Bits, Counterbores, and Countersinks: Hand and Machine
- [5136](#) Taps, Dies, and Collets; Hand and Machine
- [5140](#) Tool and Hardware Boxes
- [5180](#) Sets, Kits, and Outfits of Hand Tools

*Measuring Tools*

- [5210](#) Measuring Tools, Craftsmen's
- [5220](#) Inspection Gages and Precision Layout Tools
- [5280](#) Sets, Kits, and Outfits of Measuring Tools

*Hardware and Abrasives*

- [5305](#) Screws
- [5306](#) Bolts
- [5307](#) Studs
- [5310](#) Nuts and Washers
- [5315](#) Nails, Machine Keys, and Pins
- [5320](#) Rivets
- [5325](#) Fastening Devices
- [5330](#) Packing and Gasket Materials
- [5331](#) O-Ring
- [5335](#) Metal Screening
- [5340](#) Hardware, Commercial
- [5341](#) Brackets
- [5342](#) Hardware, Weapon System
- [5345](#) Disks and Stones, Abrasive
- [5350](#) Abrasive Materials

- [5355](#) Knobs and Pointers
- [5360](#) Coil, Flat, Leaf, and Wire Springs
- [5365](#) Bushings, Rings, Shims, and Spacers

#### *Prefabricated Structures and Scaffolding*

- [5410](#) Prefabricated and Portable Buildings
- [5411](#) Rigid Wall Shelters
- [5419](#) Collective Modular Support System
- [5420](#) Bridges, Fixed and Floating
- [5430](#) Storage Tanks
- [5440](#) Scaffolding Equipment and Concrete Forms
- [5445](#) Prefabricated Tower Structures
- [5450](#) Miscellaneous Prefabricated Structures

#### *Lumber, Millwork, Plywood, and Veneer*

- [5510](#) Lumber and Related Basic Wood Materials
- [5520](#) Millwork
- [5530](#) Plywood and Veneer

#### *Construction and Building Materials*

- [5610](#) Mineral Construction Materials, Bulk
- [5620](#) Tile, Brick and Block
- [5630](#) Pipe and Conduit, Nonmetallic
- [5640](#) Wallboard, Building Paper, and Thermal Insulation Materials
- [5650](#) Roofing and Siding Materials
- [5660](#) Fencing, Fences, Gates and Components
- [5670](#) Building Components, Prefabricated
- [5675](#) Nonwood Construction Lumber and Related Materials
- [5680](#) Miscellaneous Construction Materials

#### *Communication Equipment*

- [5805](#) Telephone and Telegraph Equipment
- [5810](#) Communications Security Equipment and Components
- [5811](#) Other Cryptologic Equipment and Components
- [5815](#) Teletype and Facsimile Equipment
- [5820](#) Radio and Television Communication Equipment, Except Airborne
- [5821](#) Radio and Television Communication Equipment, Airborne
- [5825](#) Radio Navigation Equipment, Except Airborne
- [5826](#) Radio Navigation Equipment, Airborne
- [5830](#) Intercommunication and Public Address Systems, Except Airborne
- [5831](#) Intercommunication and Public Address Systems, Airborne
- [5835](#) Sound Recording and Reproducing Equipment
- [5836](#) Video Recording and Reproducing Equipment
- [5840](#) Radar Equipment, Except Airborne
- [5841](#) Radar Equipment, Airborne
- [5845](#) Underwater Sound Equipment
- [5850](#) Visible and Invisible Light Communication Equipment
- [5855](#) Night Vision Equipment, Emitted and Reflected Radiation
- [5860](#) Stimulated Coherent Radiation Devices, Components, and Accessories
- [5865](#) Electronic Countermeasures, Counter-Countermeasures and Quick Reaction Capability Equipment
- [5895](#) Miscellaneous Communication Equipment

*Electrical and Electronic Equipment Components*

[5905](#) Resistors  
[5910](#) Capacitors  
[5915](#) Filters and Networks  
[5920](#) Fuses, Arrestors, Absorbers, and Protectors  
[5925](#) Circuit Breakers  
[5930](#) Switches  
[5935](#) Connectors, Electrical  
[5940](#) Lugs, Terminals, and Terminal Strips  
[5945](#) Relays and Solenoids  
[5950](#) Coils and Transformers  
[5955](#) Oscillators and Piezoelectric Crystals  
[5960](#) Electron Tubes and Associated Hardware  
[5961](#) Semiconductor Devices and Associated Hardware  
[5962](#) Microcircuits, Electronic  
[5963](#) Electronic Modules  
[5965](#) Headsets, Handsets, Microphones and Speakers  
[5970](#) Electrical Insulators and Insulating Materials  
[5975](#) Electrical Hardware and Supplies  
[5977](#) Electrical Contact Brushes and Electrodes  
[5980](#) Optoelectronic Devices and Associated Hardware  
[5985](#) Antennas, Waveguides, and Related Equipment  
[5990](#) Synchros and Resolvers  
[5995](#) Cable, Cord, and Wire Assemblies: Communication Equipment  
[5996](#) Amplifiers  
[5998](#) Electrical and Electronic assemblies, Boards, Cards, and Associated Hardware  
[5999](#) Miscellaneous Electrical and Electronic Components  
[6010](#) Fiber Optic Conductors  
[6015](#) Fiber Optic Cables  
[6020](#) Fiber Optic Cable Assemblies and Harnesses  
[6021](#) Fiber Optic Switches  
[6030](#) Fiber Optic Devices  
[6032](#) Fiber Optic Light Sources and Photo Detectors  
[6035](#) Fiber Optic Light Transfer and Image Transfer Devices  
[6060](#) Fiber Optic Interconnectors  
[6070](#) Fiber Optic Accessories and Supplies  
[6080](#) Fiber Optic Kits and Sets  
[6099](#) Miscellaneous Fiber Optic Components

*Electrical Wire and Power Distribution Equipment*

[6105](#) Motors, Electrical  
[6110](#) Electrical Control Equipment  
[6115](#) Generators and Generator Sets, Electrical  
[6116](#) Fuel Cell Power Units, Components, and Accessories  
[6117](#) Solar Electric Power Systems  
[6120](#) Transformers: Distribution and Power Station  
[6125](#) Converters, Electrical, Rotating  
[6130](#) Converters, Electrical, Nonrotating  
[6135](#) Batteries, Nonrechargeable  
[6140](#) Batteries, Rechargeable  
[6145](#) Wire and Cable, Electrical  
[6150](#) Miscellaneous Electric Power and Distribution Equipment  
[6160](#) Miscellaneous Battery Retaining Fixtures and Liners

*Lighting Fixtures and Lamps*

- [6210](#) Indoor and Outdoor Electric Lighting Fixtures
- [6220](#) Electric Vehicular Lights and Fixtures
- [6230](#) Electric Portable and Hand Lighting Equipment
- [6240](#) Electric Lamps
- [6250](#) Ballasts, Lampholders, and Starters
- [6260](#) Nonelectrical Lighting Fixtures

*Alarm and Signal Systems*

- [6310](#) Traffic and Transit Signal Systems
- [6320](#) Shipboard Alarm and Signal Systems
- [6330](#) Railroad Signal and Warning Devices
- [6340](#) Aircraft Alarm and Signal Systems
- [6350](#) Miscellaneous Alarm, Signal, and Security Detection Systems

*Medical, Dental, and Veterinary Equipment and Supplies*

- [6505](#) Drugs and Biologicals
- [6508](#) Medicated Cosmetics and Toiletries
- [6510](#) Surgical Dressing Materials
- [6515](#) Medical and Surgical Instruments, Equipment, and Supplies
- [6520](#) Dental Instruments, Equipment, and Supplies
- [6525](#) X-ray Equipment and Supplies: Medical, Dental, Veterinary
- [6530](#) Hospital Furniture, Equipment, Utensils, and Supplies
- [6532](#) Hospital and Surgical Clothing and Related Special Purpose Items
- [6540](#) Ophthalmic Instruments, Equipment, and Supplies
- [6545](#) Replenishable Field Medical Sets, Kits, and Outfits
- [6550](#) In Vitro Diagnostic Substances, Reagents, Test Kits and Sets

*Instruments and Laboratory Equipment*

- [6605](#) Navigational Instruments
- [6610](#) Flight Instruments
- [6615](#) Automatic Pilot Mechanisms and Airborne Gyro Components
- [6620](#) Engine Instruments
- [6625](#) Electrical and Electronic Properties Measuring and Testing Instruments
- [6630](#) Chemical Analysis Instruments
- [6635](#) Physical Properties Testing and Inspection
- [6636](#) Environmental Chambers and Related Equipment
- [6640](#) Laboratory Equipment and Supplies
- [6645](#) Time Measuring Instruments
- [6650](#) Optical Instruments, Test Equipment, Components and Accessories
- [6655](#) Geophysical Instruments
- [6660](#) Meteorological Instruments and Apparatus
- [6665](#) Hazard-Detecting Instruments and Apparatus
- [6670](#) Scales and Balances
- [6675](#) Drafting, Surveying, and Mapping Instruments
- [6680](#) Liquid and Gas Flow, Liquid Level, and Mechanical Motion Measuring Instruments
- [6685](#) Pressure, Temperature, and Humidity Measuring and Controlling Instruments
- [6695](#) Combination and Miscellaneous Instruments



*Photographic Equipment*

- [6710](#) Cameras, Motion Picture
- [6720](#) Cameras, Still Picture
- [6730](#) Photographic Projection Equipment
- [6740](#) Photographic Developing and Finishing Equipment
- [6750](#) Photographic Supplies
- [6760](#) Photographic Equipment and Accessories
- [6770](#) Film, Processed
- [6780](#) Photographic Sets, Kits, and Outfits

*Chemicals and Chemical Products*

- [6810](#) Chemicals
- [6820](#) Dyes
- [6830](#) Gases: Compressed and Liquefied
- [6840](#) Pest Control Agents and Disinfectants
- [6850](#) Miscellaneous Chemical Specialties

*Training Aids and Devices*

- [6910](#) Training Aids
- [6920](#) Armament Training Devices
- [6930](#) Operation Training Devices
- [6940](#) Communication Training Devices
- [7010](#) ADPE System Configuration
- [7020](#) ADP Central Processing Unit (CPU, Computer), Analog
- [7021](#) ADP Central Processing Unit (CPU, Computer), Digital
- [7022](#) ADP Central Processing Unit (CPU, Computer), Hybrid
- [7025](#) ADP Input/Output and Storage Devices
- [7030](#) ADP Software
- [7035](#) ADP Support Equipment
- [7040](#) Punched Card Equipment
- [7042](#) Mini and Micro Computer Control Devices
- [7045](#) ADP Supplies
- [7050](#) ADP Components

*Furniture*

- [7105](#) Household Furniture
- [7110](#) Office Furniture
- [7125](#) Cabinets, Lockers, Bins, and Shelving
- [7195](#) Miscellaneous Furniture and Fixtures

*Household and Commercial Furnishings and Appliances*

- [7210](#) Household Furnishings
- [7220](#) Floor Coverings
- [7230](#) Draperies, Awnings, and Shades
- [7240](#) Household and Commercial Utility Containers
- [7290](#) Miscellaneous Household and Commercial Furnishings and Appliances

*Food and Food Preparation and Serving*

- [7310](#) Food Cooking, Baking, and Serving Equipment
- [7320](#) Kitchen Equipment and Appliances

- [7330](#) Kitchen Hand Tools and Utensils
- [7340](#) Cutlery and Flatware
- [7350](#) Tableware
- [7360](#) Sets, Kits, Outfits and Modules, Food Preparation and Serving

#### *Office Machines and Data Processing Equipment*

- [7420](#) Accounting and Calculating Machines
- [7430](#) Typewriters and Office Type Composing Machines
- [7435](#) Office Information System Equipment
- [7450](#) Office Type Sound Recording and Reproducing Machines
- [7460](#) Visible Record Equipment
- [7490](#) Miscellaneous Office Machines

#### *Office Supplies and Devices*

- [7510](#) Office Supplies
- [7520](#) Office Devices and Accessories
- [7530](#) Stationery and Record Forms
- [7540](#) Standard Forms

#### *Books and Other Publications*

- [7610](#) Books and Pamphlets
- [7630](#) Newspapers and Periodicals
- [7640](#) Maps, Atlases, Charts, and Globes
- [7641](#) Aeronautical Maps, Charts and Geodetic Products
- [7642](#) Hydrographic Maps, Charts and Geodetic Products
- [7643](#) Topographic Maps, Charts and Geodetic Products
- [7644](#) Digital Maps, Charts and Geodetic Products
- [7650](#) Drawings and Specifications
- [7660](#) Sheet and Book Music
- [7670](#) Microfilm, Processed
- [7690](#) Miscellaneous Printed Matter

#### *Musical Instruments, Phonographs, and Home-Type Radios*

- [7710](#) Musical Instruments
- [7720](#) Musical Instrument Parts and Accessories
- [7730](#) Phonographs, Radios, and Television Sets: Home Type
- [7740](#) Phonograph Records

#### *Recreational and Athletic Equipment*

- [7810](#) Athletic and Sporting Equipment
- [7820](#) Games, Toys, and Wheeled Goods
- [7830](#) Recreational and Gymnastic Equipment

#### *Cleaning Equipment and Supplies*

- [7910](#) Floor Polishers and Vacuum Cleaning Equipment
- [7920](#) Brooms, Brushes, Mops, and Sponges
- [7930](#) Cleaning and Polishing Compounds and Preparations

*Brushes, Paints, Sealers, and Adhesives*

[8010](#) Paints, Dopes, Varnishes, and Related Products

[8020](#) Paint and Artists' Brushes

[8030](#) Preservative and Sealing Compounds

[8040](#) Adhesives

*Containers, Packaging, and Packing Supplies*

[8105](#) Bags and Sacks

[8110](#) Drums and Cans

[8115](#) Boxes, Cartons, and Crates

[8120](#) Commercial and Industrial Gas Cylinders

[8125](#) Bottles and Jars

[8130](#) Reels and Spools

[8135](#) Packaging and Packing Bulk Materials

[8140](#) Ammunition and Nuclear Ordnance Boxes, Packages and Special Containers

[8145](#) Specialized Shipping and Storage Containers

*Textiles, Leather, Furs, Apparel, and Shoe Findings, Tents and Flags*

[8305](#) Textile Fabrics

[8310](#) Yarn and Thread

[8315](#) Notions and Apparel Findings

[8320](#) Padding and Stuffing Materials

[8325](#) Fur Materials

[8330](#) Leather

[8335](#) Shoe Findings and Soling Materials

[8340](#) Tents and Tarpaulins

[8345](#) Flags and Pennants

*Clothing and Individual Equipment*

[8405](#) Outerwear, Men's

[8410](#) Outerwear, Women's

[8415](#) Clothing, Special Purpose

[8420](#) Underwear and Nightwear, Men's

[8425](#) Underwear and Nightwear, Women's

[8430](#) Footwear, Men's

[8435](#) Footwear, Women's

[8440](#) Hosiery, Handwear, and Clothing Accessories, Men's

[8445](#) Hosiery, Handwear, and Clothing Accessories, Women's

[8450](#) Children's and Infants' Apparel and Accessories

[8455](#) Badges and Insignia

[8460](#) Luggage

[8465](#) Individual Equipment

[8470](#) Armor, Personal

[8475](#) Specialized Flight Clothing and Accessories

[8510](#) Perfumes, Toilet Preparations, and Powders

[8520](#) Toilet Soap, Shaving Preparations, and Dentifrices

[8530](#) Personal Toiletry Articles

[8540](#) Toiletry Paper Products

*Agricultural Supplies*

- [8710](#) Forage and Feed
- [8720](#) Fertilizers
- [8730](#) Seeds and Nursery Stock

*Live Animals*

- [8810](#) Live Animals, Raised for Food
- [8820](#) Live Animals, Not Raised for Food
- [8905](#) Meat, Poultry, and Fish

*Food and Related Consumables*

- [8910](#) Dairy Foods and Eggs
- [8915](#) Fruits and Vegetables
- [8920](#) Bakery and Cereal Products
- [8925](#) Sugar, Confectionery, and Nuts
- [8930](#) Jams, Jellies, and Preserves
- [8935](#) Soups and Bouillons
- [8940](#) Special Dietary Foods and Food Specialty Preparations
- [8945](#) Food, Oils and Fats
- [8950](#) Condiments and Related Products
- [8955](#) Coffee, Tea, and Cocoa
- [8960](#) Beverages, Nonalcoholic
- [8965](#) Beverages, Alcoholic
- [8970](#) Composite Food Packages
- [8975](#) Tobacco Products

*Fuels, Lubricants, Oils, and Waxes*

- [9110](#) Fuels, Solid
- [9130](#) Liquid Propellants and Fuels, Petroleum Base
- [9135](#) Liquid Propellant Fuels and Oxidizers, Chemical Base
- [9140](#) Fuel Oils
- [9150](#) Oils and Greases: Cutting, Lubricating, and Hydraulic
- [9160](#) Miscellaneous Waxes, Oils, and Fats

*Nonmetallic Crude and Fabricated Materials*

- [9310](#) Paper and Paperboard
- [9320](#) Rubber Fabricated Materials
- [9330](#) Plastics Fabricated Materials
- [9340](#) Glass Fabricated Materials
- [9350](#) Refractories and Fire Surfacing Materials
- [9390](#) Miscellaneous Fabricated Nonmetallic Materials
- [9410](#) Crude Grades of Plant Materials
- [9420](#) Fibers: Vegetable, Animal, and Synthetic
- [9430](#) Miscellaneous Crude Animal Products, Inedible
- [9440](#) Miscellaneous Crude Agricultural and Forestry Products
- [9450](#) Nonmetallic Scrap, Except Textile

*Metal Bars, Sheets, and Shapes*

- [9505](#) Wire, Nonelectrical
- [9510](#) Bars and Rods

[9515](#) Plate, Sheet, Strip, Foil, and Leaf  
[9520](#) Structural Shapes  
[9525](#) Wire, Nonelectrical, Nonferrous Base Metal  
[9530](#) Bars and Rods, Nonferrous Base Metal  
[9535](#) Plate, Sheet, Strip, and Foil; Nonferrous Base Metal  
[9540](#) Structural Shapes, Nonferrous Base Metal  
[9545](#) Plate, Sheet, Strip, Foil, and Wire: Precious Metal

*Primary Metal Products*

[9610](#) Ores  
[9620](#) Minerals, Natural and Synthetic  
[9630](#) Additive Metal Materials  
[9640](#) Iron and Steel Primary and Semifinished Products  
[9650](#) Nonferrous Base Metal Refinery and Intermediate Forms  
[9660](#) Precious Metals Primary Forms  
[9670](#) Iron and Steel Scrap  
[9680](#) Nonferrous Scrap

*Other Items Not Otherwise Specified*

[9905](#) Signs, Advertising Displays, and Identification Plates  
[9910](#) Jewelry  
[9915](#) Collectors' and/or Historical Items  
[9920](#) Smokers' Articles and Matches  
[9925](#) Ecclesiastical Equipment, Furnishings, and Supplies  
[9930](#) Memorials; Cemeterial and Mortuary Equipment and Supplies  
[9999](#) Miscellaneous Items